EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-01

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-11-007	02/01/2011 To 12/31/2011	Fees Tracking
	Base X Option Period Number	

Contractor: SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW: D, E

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 02/01/2011 To 12/31/2011

Comments:

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

SFO (Max 2): ☐

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:	Cost/Fee:	LOE:
02/01/2011 To 12/31/2011		0
This Action:		1,932
Total:		1,932

Work Plan / Cost Estimate Approvals

Contractor WP Dated:	Cost/Fee:	LOE:
Cumulative Approved:	Cost/Fee:	LOE:

Work Assignment Manager Name: Lynn Sohacki (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4851 FAX Number:
Project Officer Name: Ann Chiu (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4544 FAX Number:
Other Agency Official Name (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Matthew Growney (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2029 FAX Number: 513-487-2109

Work Assignment WA 0-01 **2/4/11**

STATEMENT OF WORK

Title:	Mobile Source Fees Tracking
Contractor and Contract Number:	SRA, Contract EP-C-11-007
Work Assignment Number:	WA 0-01
Work Assignment Manager (WAM):	Lynn Sohacki 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4851 Fax: 734-214-4869 Email: sohacki.lynn@epa.gov
Project Officer (PO):	Ann Chiu 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4544 Fax: 734-214-4869 Email: chiu.ann@epa.gov
Contracting Officer:	Camille Davis USEPA Facilities 26 West Martin Luther King Drive Mail Code: NWD Cincinnati, OH 45268 Phone: 513-487-2095 Fax: 513-487-2107 Email: davis.camille@epa.gov

I. BACKGROUND

In order to ensure that certification fees for mobile source engines and vehicles are properly accounted for and that government service (i.e. certification) is not rendered until these fees are paid, EPA requires that a tracking system be maintained and operated for such fees. SRA (as PQA) has previously developed that tracking system and engaged in the tracking of fee payments. In 2010, the fees tracking program and process was moved to EPA. EPA requires back up for entering fee payments, assistance in preparing reports that using the data in the fees database, and, for the fees system, maintenance and updating.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections A(a) and C of the contract's statement of work.

III. TASKS

Security requirements for this project will be determined by the EPA WAM. Reference the contract sections regarding the treatment of confidential business information (EPAAR 1552.235.71) (April 1984) and regarding access to confidential business information (EPAAR 1552.235-80) (Oct. 2000). If confidential information is accessed, the contractor shall protect from unauthorized disclosure all confidential information handled in the performance of this project in accordance with EPA policy and procedures relating to confidential information. The contractor shall maintain security and confidentiality of all EPA data, software, and code.

The automotive industry includes information on fee filing forms that may be considered to be CBI. The contractor and subcontractors under this work assignment (WA) require access to the fee filing forms. All of this data and information must be kept confidential and secure by the contractor.

The contractor and any subcontractors working on this WA must sign the EPA confidentiality agreement. EPA will limit all access to confidential information on a need-to-know basis. EPA defines all Agency information as sensitive. Even if the WAM decides that no confidential information will be accessed on this WA, the contractor must ensure that all Agency information is safeguarded during the performance of this project in accordance with EPA information security policy and procedures. The contractor shall notify the WAM of any employee who has left the project. This notification is necessary so that the WAM can cancel the employee's access to all data sets related to this project. Failure to do so may be regarded as a breach of EPA security if the WAM is not notified by the last day of employee's service.

Task 1: Prepare Work Plan

The contractor shall prepare a work plan in accordance with the terms and conditions of contract clauses entitled "Work Assignments", and "Preparation and Submission of Work Plans."

Task 2: Work Assignment Progress Report

The contractor shall deliver monthly status reports which should track the progress on each of the tasks under this work assignment. The report should include the information such as: task and subtasks name, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, work on hold status, and any extra information from PO and WAM.

Task 3: Fees Tracking System Changes/Maintenance

The contractor developed and implemented a fees tracking process and system which has been moved to an EPA server in Ann Arbor, MI. For this Work Assignment, the contractor shall, upon receipt of written technical direction issued by the WAM, maintain and/or upgrade the fees tracking system. When changes need to be implemented to the fees system, the WAM and the contractor will coordinate with other EPA contractors. All data and deliverables belong to EPA. This will involve:

- Preparing upgrades to the system within 3 weeks of the WAM's written instruction
- Working with EPA's server contractor to implement the changes
- Preparing repairs to the system that prevent tracking of fees within one week of the WAM's written instruction
- Working with EPA's server contractor to implement the repairs

Task 4: Certification Fees Tracking

The contractor shall provide support to EPA staff. This will be done by accessing EPA's server via a secure means. Upon the EPA WAM's written technical direction, the contractor will:

- Enter payments into the system, verify the payments, generate e-mail receipts, or other fee tracking responsibilities as instructed within 2 business days of the direction;
- Generate reports and analyses about fee payments upon receipt of written technical direction issued by the WAM.;
- Upon receipt of written technical direction from the WAM, develop a process by which manufacturers make a single lump-sum payment and then "charge" future certification to that payment for multiple engine families;
- Update as appropriate the documentation of the fees system as updates are made. Such documentation must remain sufficient to enable EPA staff and others, to understand the changes to the system;
- Assist and support any fees tracking audit activities. The support activities might involve but are not limited to fees annual audit reporting, recommending and implementing new fees tracking processes or procedures, verifying payments and reduced fees, etc. the contractor shall work with WAM on any of these activities.

Task 5: On-site Personnel
Upon written technical direction from the EPA WAM, the contractor will provide personnel that will remain on site at the Ann Arbor, EPA Lab to perform Task 3 and Task 4.

PROJECT REPORTING

Monthly Status Report
The contractor shall provide monthly status reports in accordance with F.2 Monthly Progress Reports Deviation (JUN 1996) (EPAAR 1552.211-72). The monthly status report should track the progress on each of the tasks under this work assignment.

End of Project Period Status Report
At the end of the project period, the contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

DELIVERY SCHEDULE AND MILESTONES
The contractor shall complete deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Date
1	Meeting with WAM and other EPA staff	Meet with EPA within two weeks of work plan approval
1	Work Plan	IAW clauses
2	Work assignment progress report	Monthly
3	Development of fees system changes	Within 3 weeks of the WAM's direction
3	Implement fees system change	Within four weeks of the WAM's direction
3	Develop maintenance for the fees tracking system	Within 3 days of the WAMs direction
3	Implement maintenance the fees tracking system	Within one week of the WAMs direction
4	Ad hoc data exercises and report generation	Within one week of request from WAM
4	Develop lump-sum payment process	Within 16 weeks of request from WAM
4	Enter fees payment information into the database as per WAM's direction	Within days weeks of request from WAM

5	Provide personnel at EPA for performing tasks 3 and 4	Within one week of WAM's written direction.

DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the contractor and the Government, shall be delivered as follows:

- One copy in electronic format to the WAM & PO

The following applies to all tasks under this effort unless otherwise specified by the WAM during performance of that task.

The contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

Inspection and Acceptance Criteria
The WAM will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WAM.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-02

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-11-007	02/01/2011 To 12/31/2011 Base X Option Period Number	CO2 and FE Trends

Contractor	Specify Section and paragraph of Contract SOW
SYSTEMS RESEARCH AND APPLICATIONS CORPORATION	A, B, D

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 02/01/2011 To 12/31/2011

Comments:

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (Max 2): ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Contract Period:	Cost/Fee:	LOE:
	02/01/2011 To 12/31/2011		0
This Action:			1,862
Total:			1,862

Work Plan / Cost Estimate Approvals

Contractor WP Dated:	Cost/Fee:	LOE:
Cumulative Approved:	Cost/Fee:	LOE:

Work Assignment Manager Name: Lynn Sohacki (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4851 FAX Number:
Project Officer Name: Ann Chiu (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4544 FAX Number:
Other Agency Official Name: (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Camille W. Davis Camille W. Davis (Signature) 2-18-11 (Date)	Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2109

Work Assignment WA 0-02 **2/4/2011**

STATEMENT OF WORK

Title:	Development of 2011 CO2 and Fuel Economy Trends Database and Support of the 2011 CO2 and Fuel Economy Trends Report
Contractor and Contract Number:	SRA, Contract EP-C-11-007
Work Assignment Number:	WA 0-02
Work Assignment Manager (WAM):	Lynn Sohacki 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4851 Fax: 734-214-4869 Email: sohacki.lynn@epa.gov
Project Officer (PO):	Ann Chiu 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4544 Fax: 734-214-4869 Email: chiu.ann@epa.gov
Contracting Officer:	Camille Davis USEPA Facilities 26 West Martin Luther King Drive Mail Code: NWD Cincinnati, OH 45268 Phone: 513-487-2095 Fax: 513-487-2107 Email: davis.camille@epa.gov

BACKGROUND

The Light-Duty Automotive Technology and CO2 and Fuel Economy Trends Report (hereafter referred to as the CO2 and Fuel Economy Trends Report) has been published by the EPA Office of Transportation and Air Quality (OTAQ) nearly every year since 1975. It is the most authoritative source of new U.S. personal vehicle CO2 and fuel economy data—there is no independent alternative—and is widely used by a broad range of stakeholders, including independent analysts, industry, environmental groups, congressional staffers, and reporters.

The raw data upon which the CO2 and Fuel Economy Trends Report is based comes directly from OTAQ's Certification and Fuel Economy Information System (CFEIS) or Verify database. OTAQ staff or the contractor shall extract the data and create the initial file for the CO2 and fuel economy trends database, so that it can serve as the basis for the 2011 CO2 and Fuel Economy Trends Report.

EPA is seeking contractor assistance in developing, managing, and analyzing the database for the 2011 CO2 and Fuel Economy Trends Report and making the data available to the public. The contractor shall also assist the development of the report, to be determined by OTAQ staff, and maintain and update documentation of the work necessary to support the database and report.

CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this Work Assignment are consistent with the work authorized in sections A(b) and B of the contract statement of work.

TASKS

The development work will be done with an integrated team that includes EPA, the contractor staff and possibly other EPA contractors. Background information and required data will be provided by the EPA staff. The contractor shall notify the WAM in writing immediately of any issues requiring EPA management decisions. The WAM shall issue all technical direction in writing by using fax, EPA email, transmittal letters, or by signing acceptance of contractor prepared minutes of meetings or teleconferences. The contractor shall not accept technical direction unless it is in writing from the WAM or other designated EPA staff. All delivered material shall be reviewed by the WAM and other designated staff. The contractor and the WAM shall agree on the turnaround time both for the review by EPA and revisions by the contractor to accommodate the review. The contractor shall factor in these times in all proposed schedules. The contractor shall comply with applicable agency standards, policies and guidelines during the performance of this task. All database development tools including database management systems, file management systems, and commercial software applications must be compatible with the EPA's central and OTAQ's local production environment.

The contractor shall participate in project status meetings for review of project activities and progress.

Security requirements for this project will be determined by the EPA WAM. Reference the contract section regarding the treatment of confidential business information (EPAAR 1552.235.71) (April 1984) and the contract section regarding access to confidential business information (EPAAR 1552.235-80) (Oct. 2000). If confidential information is accessed, the contractor shall protect from unauthorized disclosure all confidential information handled in the performance of this project in accordance with EPA policy and procedures relating to confidential information. The contractor shall maintain security and confidentiality of all EPA data, software, and code.

CFEIS and Verify contain information provided by the automotive industry to EPA. Some of the data and information provided may be considered CBI of the automotive manufacturers regulated by EPA. The contractor and subcontractors under this work assignment (WA) may from time-to-time require incidental access to some of the CFEIS and Verify data which may be CBI. All of this data and information must be kept confidential and secure by the contractor.

The contractor and any subcontractors working on this WA must sign the EPA confidentiality agreement. EPA shall limit all access to confidential CFEIS and Verify information on a need-to-know basis. EPA defines all Agency information as sensitive. Even if the WAM decides that no confidential information will be accessed on this WA, the contractor must ensure that all Agency information is safeguarded during the performance of this project in accordance with EPA information security policy and procedures. The contractor shall notify the WAM of any employee who has left the project. This notification is necessary so that the WAM can cancel the employee's access to all data sets related to this project. Failure to do so may be regarded as a breach of EPA security if the WAM is not notified by the last day of employee's service.

Task 1 - Prepare Work Plan

The contractor shall prepare a work plan in accordance with the terms and conditions of contract clauses entitled "Work Assignments", and entitled "Preparation and Submission of Work Plans". The work plan will outline how the contractor will develop, manage, and analyze the database for the 2011 the CO2 and Fuel Economy Trends Report.

Task 2 - Work Assignment Progress Report

The contractor shall deliver monthly status reports which should track the progress on each of the tasks under this work assignment. The report should include the information such as: task and subtasks name, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, work on hold status, and any extra information from PO and WAM.

Task 3 – Develop and Analyze 2011 CO2 and Fuel Economy Trends Database

Considerable guidance regarding the CO2 and fuel economy trends database is documented in the Light-Duty Automotive Technology and CO2 and Fuel Economy Trend Report Process Document hereafter referred to as the revised process document. The contractor shall utilize the revised process document, the 2010 CO2 and Fuel Economy Trends Report and the 2010 database to develop the 2011 database.

It is important to emphasize that the 2011 CO2 and fuel economy trends database includes data from multiple model years. There are some unique tasks relevant to the different model years. One particularly important difference between various model years is the basis for the sales values.

For Model Year 2008

- Sales values taken from final CAFÉ reports.
- Typically, the final industry submissions to EPA for model year 2008 would have all been made prior the March 2009 "freeze" date for the 2010 CO2 and fuel economy trends

database, but either OTAQ staff or the contractor will need to check to see if there was any new model year 2008 data submitted to CFEIS subsequent to December 2008.
- If so, then all of the model year 2008 data will need to be modified to reflect this.

For Model Year 2009
- Sales values taken from final CAFÉ reports.
- EPA should have 99-100 percent of the final CAFE data for model year 2009, but this needs to be verified.
- Since only a subset of this final CAFE data for model year 2009 would have been submitted as of the April 2010 data freeze date for the 2010 database, all data received after the freeze date must be checked and cleaned of any errors.

For Model Year 2010
- Sales values are developed in part with sales values from final CAFÉ reports (when available), but when necessary, also with manufacturer sales projections adjusted by actual sales as reported in major trade publications such as Wards and/or Automotive News. The revised process document summarizes the approach that has been used in the past to "adjust" the older sales projections with trade press sales data.
- The CAFÉ data should be received by April 1, 2011. The data must be checked and cleaned of errors.

For Model Year 2011
- Sales values taken straight from Verify (automaker projections in summer/fall 2010).
- May adjust sales values with actual sales data from trade publications, if available.
- Should have 95 percent or so of Label CAFE data.
- All data for model year 2011 is new and must be checked and cleaned.

The contractor shall clean the database of any errors. For a large amount of data, this is the first time that these data have been evaluated in a way that would allow one to pinpoint errors in how the data was entered or coded. In the past, errors have often been found when the manager of the CO2 and fuel economy trends database runs a set of data tables, analyzes the results, sees results that "don't make sense," and then searches the appropriate columns in the database to find errors in coding or missing data.

The contractor shall manage the CO2 and fuel economy trends database by updating the vehicle attributes and technologies being tracked in the database. Some attributes will always be of interest such as weight, horsepower, projected 0-60 time, interior volume, etc. Other attributes become important over time such as the need to add vehicle "footprint" on which future National Highway Traffic Safety Administration (NHTSA) light-truck CAFE standards will be based. Technology innovation in the auto industry is an ongoing process with obsolete technologies being replaced by new technologies (recent examples of new technologies include hybrid vehicles and cylinder deactivation systems). In this instance, OTAQ expects to work with the contractor to mutually identify new attributes and technologies to include in the CO2 and fuel economy trends database. EPA WAM may give written technical direction to the contractor to research needed data and enter it into the database.

The contractor shall utilize various software programs to establish and edit the database, create data tables for analysis, and create charts, graphs, and tables for the written report. The contractor will keep EPA apprised of the software being used. The preferred software is that which has been approved by EPA.

The contractor shall work with EPA staff to test, implement, and deliver the new database to EPA. Initially, EPA will provide raw data and the previous database to the contractor. The contractor shall sort and clean the data and prepare the database for delivery to EPA as a file. All data and the deliverables belong to EPA. By the end of the year, the data, database work, and any software developments will reside on the EPA. Any sharing of CBI will be done using a secure means.

Following list of deliverables is related to this task:

1. The contractor shall revise and finalize MY 2008 data based on EPA requirements including adding any new data since data "freeze" date for 2010 CO2 and fuel economy trends database.

2. The contractor shall clean and edit final MY 2009 data including any new data submitted in final CAFE report.

3. The contractor shall research actual sales information as reported in major trade publications and other reliable sources of information. The contractor shall then assemble the data it plans to use to supplement the MY 2010 projected sales data, as well as a list of sources of the data, and provide it to EPA for review and approval.

4. The contractor shall clean and edit MY 2011 data based on new automaker submissions.

5. The contractor shall clean and edit the final MY 2010 data and supplement it with the EPA-approved revised sales values.

6. The contractor will clean and edit any other data that EPA provides or the EPA requests the contractor to research and prepare to add it to the database.

7. The contractor shall establish the final version of the 2011 CO2 and Fuel Economy Trends database incorporating all EPA comments.

8. The final database and data shall be delivered to EPA. The contractor shall assist implementation and testing the final database on EPA server and network. The format of database and data shall be determined by EPA staff.

Task 4 – Support and Assist the Development of CO2 and Fuel Economy Trends Report

The contractor shall prepare all tables, charts, and graphs needed for the report, working closely with OTAQ staff to identify the specific tables, charts, and graphs. Upon written technical direction, contractor shall assist in developing the text for the report.

The contractor shall also support EPA staff on database analyses. OTAQ staff and managers will need to use the CO2 and fuel economy trends database to answer questions that, in some cases, will go beyond the specific tables that will be published in the 2010 CO2 and Fuel Economy Trends Report.

The following is a list of **deliverables** for Task 4:

1. The contractor shall deliver all tables, graphs, and charts, generated from the database from Task 2, needed for inclusion in the 2011 CO2 and Fuel Economy Trends Report. Although the 2010 CO2 and Fuel Economy Trends Report will be a guide for the tables, graphs, and charts, EPA may request new tables, graphs, and charts to highlight different technologies or data.

2. The contractor shall answer technical questions from EPA staff that requires analysis of the 2011 CO2 and fuel economy trends database in two weeks or less.

3. The contractor shall prepare appendixes for the CO2 and Fuel Economy Trends Report that include tables, data and the language that is currently in the appendixes updated to reflect the most current data. The contractors shall use the 2010 CO2 and Fuel Economy Trends Report as a guide of the appendixes to prepare and will also rely on direction given by the WAM in when new tables or appendices are needed.

4. The contractor shall set up the format of the CO2 and Fuel Economy Trends Report executive summary and the body of the report such that the report headings as well as any updated graphs and tables are in place. The contractor shall use the 2010 CO2 and Fuel Economy Trends Report as a format guide and shall receive guidance from OTAQ staff with any necessary changes. The report shall be provided to EPA so that text may be inserted.

Task 5 – Development of a Publicly Accessible Database

At the written request of the WAM, the contractor shall work with EPA to make the 2011 CO2 and Fuel Economy Trends database available to the public in a searchable format without revealing individual, and perhaps confidential, data. The database shall be located on an EPA server and must meet all of EPA's security and confidential business requirements.

The database must allow a member of the public to search the database using certain criteria and, optimally, receive the results in table or graph format.

The following is a list of **deliverables** for Task 5:

1. The contractor shall deliver a detailed plan for developing the accessible database including the program and methods for preventing confidential business information from being made accessible.

2. The contractor shall provide a demonstration to EPA of the preliminary database.

3. The final program shall be made available to EPA to put on its website.

Task 6 – Maintain Process Document

The contractor shall work with EPA staff to update the revised process document to provide a more complete documentation of the work necessary to support the database and report including data schema, tools and processes for generating the report graphs, and system configuration. The report will also document the list of data resources other than CFEIS data.

The updated report shall also contain all the necessary information needed to easily troubleshoot and repair common problems, update data and maintain the database.

1. The contractor shall deliver the draft process document. A final report, incorporating EPA's comments, shall be delivered by the date listed below.

2. After the delivery of the 2011 database the contractor shall work with WAM to determine the needs and schedule and possibly implement the upgrading of the database system, software, documents and tools for collecting data and generate charts, graphs, and tables for the written report.

Task 7 – Reconcile EPA Data with Other Data

As fuel economy and green house gasses receive more interest, there are more entities and agencies that have fuel economy and green house gas information available. It may be important for EPA's date to correspond with other entities data. Therefore, by written technical direction from the EPA WAM, the contractor will examine other sources of data, compare it with EPA's data and make recommendations about how EPA's data could be changed to correspond with the other entity's data or how the other entity's data may be changed to correspond with EPA's data. At the WAM's request, the contractor will reconcile the CO2 and Fuel Economy Trends database in the way requested by the WAM.

<u>The following is a list of deliverables for Task 7:</u>

1. A report of the relationship between the CO2 and Fuel Economy Trends database and the other entity's data and what changes could be made to reconcile them.
2. The contractor will deliver an updated the CO2 and Fuel Economy Trends database that includes the changes.

SUBJECT REPORTING
Monthly Status Report

The contractor shall provide monthly status reports in accordance with F.2 Monthly Progress Reports Deviation (JUN 1996) (EPAAR 1552.211-72).

DELIVERY SCHEDULE

The contractor shall provide deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Due Date
1	Work Plan and Data Flow	IAW clauses of the Contract
1	Meeting with WAM and other EPA staff	Within one week of Work Plan approval
2	Work assignment progress report	Monthly
3	Revise and deliver MY 2008 data	Due by 6/15/2011
3	Revise and deliver MY 2009 data	Due by 6/15/2011
3	Revise and deliver MY 2010 supplement data	Due by 6/15/2011
3	Revise and deliver final MY 2010 data	Due by 6/30/2011
3	Revise and deliver MY 2011 data	Due by 6/30/2010
3	Establish 2011 CO2 and fuel economy trends database with clean data	Due by 6/30/2010
3	Deliver 2010 CO2 and fuel economy Trends database to EPA	Due by 7/07/2010
4	Deliver all tables, graphs, and charts needed for the 2010 CO2 and Fuel Economy Trends Report	Due by 7/31/4/2010
4	Deliver all appendixes for the CO2 and Fuel Economy Trends Report	Due by 7/14/2010
4	Deliver the report and executive summary formats with graphs and tables	Due by 7/31/2010
5	Deliver a plan for posting data on the web and specify the use of web tools and description of final view of data display (e.g., all in one table, or one table with base configuration, one with engine or other configurations)	Two weeks after request
5	Deliver plan of how issue of CBI, manipulation and possibility of misinterpretation will be addressed.	Two weeks after request
5	Deliver plan detailing steps that would be required to get relevant database view together	Four weeks after request
5	Deploy and test approved plan	Due 60 days after approval
6	Deliver the draft updated process document	Due by 10/15/2010
6	Deliver the final process document	Due by 10/30/2010
7	Deliver a plan for reconciling another entity's data base with EPA's database	Due two weeks after request
7	Reconcile the 2 databases	30 days from approval of plan

DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WAM and PO

The following applies to all tasks under this effort unless otherwise specified by the WAM during performance of that task.

The contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in hard copy or electronic format (HTML, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

INSPECTION AND ACCEPTANCE CRITERIA

The WAM shall review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables shall be performed by the WAM or other individual(s) designated as subject matter technical expert(s) by the WAM.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-02

☐ Other ☒ Amendment Number: 000001

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-11-007	02/01/2011 To 12/31/2012	FE Trends
	Base X Option Period Number	

Contractor: SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW: A, B, D

Purpose:
- ☐ Work Assignment
- ☒ Work Assignment Amendment
- ☐ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 02/01/2011 To 12/31/2011

Comments:
This amendment raises the ceiling from $135,000 to $140,000.

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

SFO (Max 2): ☐

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period: 02/01/2011 To 12/31/2012 — Cost/Fee: — LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: — Cost/Fee: — LOE:

Cumulative Approved: — Cost/Fee: — LOE:

Work Assignment Manager Name: Lynn Sohacki (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4851 FAX Number:
Project Officer Name: Ann Chiu (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4544 FAX Number:
Other Agency Official Name (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Renita Tyus (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2094 FAX Number: 513-487-2109

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-03

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-11-007	02/01/2011 To 12/31/2011	OTAQ DIS and other Web Support
	Base X Option Period Number	

Contractor: SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW: C

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 02/01/2011 To 12/31/2011

Comments:

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (Max 2): ☐

Line	DCN (Max 6)	Budget/FY. (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Cost/Fee:	LOE:
Contract Period: 02/01/2011 To 12/31/2011		0
This Action:		655
Total:		655

Work Plan / Cost Estimate Approvals

	Cost/Fee:	LOE:
Contractor WP Dated:		
Cumulative Approved:		

Work Assignment Manager Name: Ann Chiu (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4544 FAX Number:
Project Officer Name: Ann Chiu (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4544 FAX Number:
Other Agency Official Name (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Camille W. Davis (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2115

EP-C-11-007 Work Assignment 0-03 **2/18/2011**

STATEMENT OF WORK

Title: OTAQ Document Index System (DIS) and other OTAQ Web Support

Contractor and Contract Number: Systems Research and Applications Corporation (SRA), Contract EP-C-11-007

Work Assignment (WA) Number: 0-03

Work Assignment Manager (WAM):
Ann Chiu
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Ann Arbor, MI 48105
Phone: 734-214-4544
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Email: chiu.ann@epa.gov

Alternate WAM (AWAM):
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Project Officer (PO):
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Email: growney.matthew@epa.gov

I. BACKGROUND

The Office of Transportation and Air Quality's (OTAQ) Document Index System (DIS) is a web-based database (www.epa.gov/dis). It was created as a means for providing users access to a large volume of documents on OTAQ's web site in a user-friendly manner. The DIS allows users to search, store, and manage OTAQ documents. Document searches via the DIS web interface allow users to search for documents by entering keywords or by making selections from the drop-down menus. In addition, basic or advanced search criteria can be used to generate custom pages containing documents of specific interest. The DIS database currently houses more than 12,000 of OTAQ's engine and vehicle certification and compliance documents and fuels program documents. The fuels documents include program general and registration information, fuels regulations, fuels waivers, diesel, gasoline, and renewable fuel related documents. The DIS website consists of an Internet and Intranet site. The Internet site contains public information and is available for public use. Users can conduct search queries and download documents. The Intranet site contains the administrative functions and is for internal EPA DIS administration use only. The administrative functions allow EPA system administrators to add, delete, and modify document information in addition to generating reports and performing internal audits. The DIS administrators can also use the administrative functions to create metadata, post documents to the Internet site, define search criteria, and update the document information.

The DIS is hosted at EPA's national computer center (NCC) at Research Triangle Park (RTP), NC. Both of the staging (testing) and production (public) DIS servers are located at NCC. The DIS staging server is where documents and metadata can be reviewed and tested before getting posted to the production server. The DIS database contains the following documents and their associated metadata: vehicle and engine certificates of conformity, certificate summary information (summary sheets), applications for certification, and manufacturer guidance letters, as well as fuel program documents.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections C, D and E of the contract's statement of work.

III TASKS

The contractor shall provide onsite staff performing all the following tasks at EPA's National Vehicle and Fuel Emissions Laboratory (NVFEL).

Task 1: Work Plan Preparation

The contractor shall prepare a work plan in accordance with the terms and conditions of the contract clauses on work assignments.

Task 2: Work Assignment Management

The contractor shall deliver monthly WA summary reports which shall track the progress on each of the tasks/deliverables under this work assignment. The report shall include information such as: contact information, task and subtask names, task start date and deadlines, hours spent, deliverables, accomplishments, and work on hold status. The WAM will notify the contractor in writing regarding any changes to the report format.

The contractor shall work with the WAM on weekly meetings to discuss updates, tasks, activities, priorities, and deliverables' progress for the project. The contractor shall prepare a weekly task status

report for weekly meeting discussion. The contractor shall also maintain a task log file for any future DIS updates and changes.

Task 3: Support for DIS Document Collection and Document Metadata Generation
The contractor shall collect vehicle and engine compliance documents from OTAQ databases, web sites and the DIS team members. Most of the vehicle and engine compliance information and documents are located in OTAQ's vehicle and engine compliance information database, Verify. The contractor shall collect compliance documents from the Verify database which include (but are not limited to) the vehicle and engine certificates of conformity, certificate summary information (summary sheets), and applications for certification. The contractor shall also search the Verify database for newly added vehicle and engine documents and metadata (keywords for document) which are not included on the DIS web site. The contractor shall deliver these new metadata and documents on a quarterly basis and upon WAM request.

For each individual document, the contractor shall compile a document metadata record that includes specific fields such as document title, description, document date, EPA publication number, type of document, document abstract, list of search keywords, keyword formats, document owner, vehicle and engine information, and manufacturer information. The metadata shall be in Excel or comma-separated value (CSV) formats. The WAM will provide the required keywords and the metadata spread sheet format template to the contractor. The contractor shall be able to utilize SQL (Structured Query Language) or a database search tool for retrieving all of the required metadata information from the Verify database. (need to add additional info????)

Commented [MM1]: Not sure what this means.

Commented [MM2]: What about for documents that aren't in Verify? How is the metadata retrieved/generated?

Task 4: DIS Document Upload Support
The DIS administration web site has administrative tools for submitting data, documents, and metadata to the DIS database. These tools can also be used to add, delete, or modify the metadata in batch mode or interactively through web screens. The contractor shall utilize these tools for uploading documents and metadata to the DIS staging server (testing server) as requested by the WAM. The contractor shall also assist with the testing of metadata and documents posted on the DIS staging server before moving to the DIS production server (public web site). The contractor shall coordinate with NCC computer staff for uploading DIS documents to production.

Task 5: DIS Web Site Maintenance
The contractor shall maintain the DIS web sites (Internet public site and Intranet administration site), including all the system code and documentation. The contractor shall work with EPA on updates, corrections, testing, and documentation related to any changes that are made to the DIS websites and databases. Since the DIS website and databases are hosted at NCC, the contractor shall work with NCC staff and other EPA contractors for deploying DIS changes and supporting the OTAQ DIS web sites.

Commented [MM3]: Sometimes this is two words, sometimes it's one. Be consistent.

Task 6: Other OTAQ Documents Support
The contractor shall become familiar with other OTAQ documents such as Nonoads and Motorcycle documents as requested by the WAM. The contractor shall compile Nonoads and Motorcycle documents and create and maintain Nonoads and Motorcycle metadata. The contractor shall provide suggestions, edits, comments, and enhancements to maintain a user-friendly Nonoads and Motorcycle document search web page or any other document search web pages requested by the WAM.

For any new OTAQ documents, the contractor shall provide trainings to the DIS users and administrators on an as needed basis from the WAM.

Task 7: OTAQ GVG Web Site Support
The current Green Vehicle Guide (GVG) is a website located at www.epa.gov/greenvehicles. It

provides light-duty vehicle and truck emission and fuel economy information which consumers can use to evaluate vehicles or trucks in terms of air pollution score, , greenhouse gas score, fuel economy estimates and SmartWay program designation. The information available ranges from model year 2000 to present. This information is presented in a variety of ways depending on the type of search a user performs interactively. The ratings are based on the standards under which the vehicles are certified via EPA's Verify system. The data used for the GVG are either from the Verify database or derived from Verify data. Additionally, considerable text content is provided that explains what the numbers mean and why the public should be concerned over vehicle emissions and fuel economy.

The base data for this web site are derived from EPA's Verify database by running two SQL queries in Oracle Browser. One selects records for vehicle models which have been both certified as having met emission standards and received a fuel economy label. The other selects records for large trucks which have certificates of conformity but no fuel economy label because they are currently exempt if their gross vehicle weight is 8500 pounds or greater. The results from these queries are manually edited, concatenated together and then loaded into an Oracle table. Then, another query is run to select division and carline combinations (a.k.a. make and model on the GVG) for which there is no corresponding record in the "grand model" look-up table which is used to translate text entered by vehicle manufacturers into "grand" model names. Missing records are added manually in either a spreadsheet or text editor. Following that, a script is run that calls a number of Perl programs -- the first few calculate various scores, the next writes records into another Oracle table and the last seven generate the static data pages based upon the contents of that table. The contractor shall become familiar and maintain these queries and the processes of obtaining data from Verify.

Updates to the GVG data pages are performed approximately six times per calendar year -- dependent on vehicle manufacturer data entry activity, policy changes and/or bug fixes. Data for a new model year are normally generated initially in May, then July, with the majority of data being posted in mid-September to early October. Updates to informational (non-data) HTML pages are performed on an infrequent basis -- mostly only in conjunction with modifications to data pages (e.g. new models added are listed on the 'What's New' page). These updates also include vehicle year / make / model photos on the web pages. The Contractor shall also assist and implement changes identified by EPA OTAQ web master.

It is necessary to coordinate the linkage of web pages between the GVG and the DOE's fueleconomy.gov web site. The contractor shall work with the Department of Energy (DOE)'s contractor should any changes occur.

The contractor shall coordinate with other EPA contractors for the deliverables when needed. Monthly coordination meetings and technical issues meetings are to be conducted by teleconference. The task related work and the deliverables shall be discussed at these meetings.

IV PROJECT REPORTING

Monthly Status Report
The contractor shall provide monthly status reports. The monthly status reports shall track the progress on each of the tasks under this work assignment.

End of Project Period Status Report
At the end of the project period, the contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

V DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Date
1	Work Plan	Based on contract clauses
2	Work assignment progress report	Monthly
2	Task status report and task log	Weekly
2	Task review meetings	Weekly
3	Deliver DIS new documents and metadata	TBD with WAM
5	Deliver system code and documentation	TBD with WAM
7	Deliver GVG code, databases, and system and administration documentation.	TBD with WAM
7	Deliver vehicle year / make / model photos	TBD with WAM

Commented [MM4]: Do we still need weekly meetings if we're only pursuing necessary maintenance and training at this point?

Commented [MM5]: Same comment as above.

VI DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the contractor and EPA shall be delivered as follows:

- One copy in electronic format to the WAM and PO

The following applies to all tasks under this effort unless otherwise specified by the WAM during performance of that task.

The contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via electronic mail.

The contractor shall submit the deliverables with the information on the WA and task numbers, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

Inspection and Acceptance Criteria

The WAM will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WAM.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-03

☐ Other ☒ Amendment Number: 000001

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-11-007	02/01/2011 To 12/31/2011	OTAQ DIS and other Web Support
	Base X Option Period Number	

Contractor: SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW: D

Purpose:
- ☐ Work Assignment
- ☒ Work Assignment Amendment
- ☐ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 02/01/2011 To 12/31/2011

Comments:
This amendment is requesting additional LOE 690 hrs. No changes on the tasks.

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (Max 2): ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:	Cost/Fee:	LOE:
02/01/2011 To 12/31/2011		
This Action:		
Total:		

Work Plan / Cost Estimate Approvals

	Cost/Fee:	LOE:
Contractor WP Dated:		
Cumulative Approved:		

Work Assignment Manager Name: Ann Chiu (Signature) (Date)		Branch/Mail Code: Phone Number: 734-214-4544 FAX Number:
Project Officer Name: Ann Chiu (Signature) (Date)		Branch/Mail Code: Phone Number: 734-214-4544 FAX Number:
Other Agency Official Name (Signature) (Date)		Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Camille W. Davis (Signature) (Date)		Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2115

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-03

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-11-007	02/01/2011 To 12/31/2011	DIS and other OTAQ web support
	Base X Option Period Number	

Contractor: SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW: C&D

Purpose:
- ☐ Work Assignment
- ☐ Work Assignment Amendment
- ☒ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 02/01/2011 To 12/31/2011

Comments:

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (Max 2): ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Contract Period:	Cost/Fee:	LOE:
	02/01/2011 To 12/31/2011		
This Action:		$50,217.00	655
Total:		$50,217.00	655

Work Plan / Cost Estimate Approvals

Contractor WP Dated:	04/04/2011	Cost/Fee: $54,604.00	LOE: 655
Cumulative Approved:		Cost/Fee: $54,604.00	LOE: 655

Work Assignment Manager Name: Ann Chiu (Signature) (Date)	Branch/Mail Code:	
	Phone Number:	734-214-4544
	FAX Number:	
Project Officer Name: Ann Chiu (Signature) (Date)	Branch/Mail Code:	
	Phone Number:	734-214-4544
	FAX Number:	
Other Agency Official Name (Signature) (Date)	Branch/Mail Code:	
	Phone Number:	
	FAX Number:	
Contracting Official Name: Camille W. Davis Camille W. Davis (Signature) 4-13-11 (Date)	Branch/Mail Code:	
	Phone Number:	513-487-2095
	FAX Number:	513-487-2115

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-03

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-11-007	02/01/2011 To 12/31/2011	OTAQ DIS and other Web Support
	Base X Option Period Number	

Contractor: SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW: C

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 02/01/2011 To 12/31/2011

Comments:

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (Max 2):

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Cost/Fee:	LOE:
Contract Period: 02/01/2011 To 12/31/2011		0
This Action:		655
Total:		655

Work Plan / Cost Estimate Approvals

	Cost/Fee:	LOE:
Contractor WP Dated:		
Cumulative Approved:		

Work Assignment Manager Name: Ann Chiu	(Signature)	(Date)
Project Officer Name: Ann Chiu	(Signature)	(Date)
Other Agency Official Name:	(Signature)	(Date)
Contracting Officer Name: Camille W. Davis	Camille W. Davis (Signature)	2-18-11 (Date)

Work Assignment Manager Name: Ann Chiu	Branch/Mail Code:
	Phone Number: 734-214-4544
	FAX Number:
Project Officer Name: Ann Chiu	Branch/Mail Code:
	Phone Number: 734-214-4544
	FAX Number:
Other Agency Official Name:	Branch/Mail Code:
	Phone Number:
	FAX Number:
Contracting Officer Name: Camille W. Davis	Branch/Mail Code:
	Phone Number: 513-487-2095
	FAX Number: 513-487-2115

STATEMENT OF WORK

Title: OTAQ Document Index System (DIS) and other OTAQ Web Support

Contractor and Contract Number: Systems Research and Applications Corporation (SRA), Contract EP-C-11-007

Work Assignment (WA) Number: 0-03

Work Assignment Manager (WAM):
Ann Chiu
2000 Traverwood Drive
Ann Arbor, MI 48105
Phone: 734-214-4544
Fax: 734-214-4789
Email: chiu.ann@epa.gov

Alternate WAM (AWAM):
Trina Vallion
2000 Traverwood Drive
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Fax: 734-214-4869
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Project Officer (PO):
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Phone: 734-214-4544
Fax: 734-214-4789
Email: Chiu.Ann@epa.gov

Contracting Officer (CO):
Camille W. Davis
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Mail Code: NWD
Cincinnati, OH 45268
Phone: 513-487-2095
Fax: 513-487-2109
Email: Davis.Camille@epa.gov

I. BACKGROUND

The Office of Transportation and Air Quality's (OTAQ) Document Index System (DIS) is a web-based database (www.epa.gov/dis). It was created as a means for providing large amount of documents on OTAQ's web site in a user-friendly manner. The DIS allows users to search, store, and manage OTAQ documents. Document searches via the DIS web interface allow users to search for documents by entering keywords or by making selections from the drop-down menus. In addition, basic or advanced search criteria can be used to generate custom pages containing documents of specific interest. The DIS database currently houses more than 12,000 of OTAQ's engine and vehicle certification and compliance documents. The DIS website consists of an Internet and Intranet site. The Internet site contains public information and is available for public use. Users can conduct search queries and download documents. The Intranet site contains the administration functions and is for internal EPA DIS administration use only. The administrative functions allow users to add, delete, and modify document information in addition to generating reports and performing internal audits. The DIS administrators can also use the administration functions to create metadata, post documents to Internet site, define search criteria, and update the document information.

The DIS is hosted at EPA's national computer center (NCC) at Research Triangle Park (RTP), NC. Both of the staging (testing) and production (public) DIS servers are located at NCC. The DIS staging server is where documents and metadata can be reviewed and tested before getting posted to the production server. The DIS database contains the following documents and their associated metadata: vehicle, engine manufacturer, and certificates of conformity, certificate summary information (summary sheets), applications for certification, guidance, fuels and other related documents.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections C, D and E of the contract's statement of work.

III TASKS

The contractor shall provide onsite staff performing all the following tasks at EPA's National Vehicle and Fuel Emissions Laboratory (NVFEL).

Task 1: Prepare Work Plan

The contractor shall prepare a work plan in accordance with the terms and conditions of the contract clauses on work assignments.

Task 2: Work Assignment Management

The contractor shall deliver monthly WA summary reports which shall track the progress on each of the tasks/deliverables under this work assignment. The report shall include information such as: contact information, task and subtask names, task start date and deadlines, hours spent, deliverables, accomplishments, and work on hold status. The WAM will notify the contractor in writing regarding any changes to the report format.

The contractor shall work with the WAM on weekly meetings to discuss updates, tasks, activities, priorities, and deliverables' progress for the project. The contractor shall prepare a weekly task status report for weekly meeting discussion. The contractor shall also maintain a task log file for any future DIS updates and changes.

Task 3: Assist on DIS Documents Collection and Generate Document Metadata

The contractor shall collect highway and nonroad vehicle and engine compliance documents from OTAQ databases, web sites and the DIS team members. Most of the vehicle and engine compliance information and documents are located in OTAQ's vehicle and engine compliance information database, Verify. The contractor shall collect compliance documents from the Verify database which include (but not limited to) the vehicle and engine certificates of conformity, certificate summary information (summary sheets), and applications for certification. The contractor shall also search the Verify database for new vehicle and engine documents and metadata (keywords for document). The contractor shall deliver the new metadata and documents on a quarterly basis and as the WAM requests.

For each of the documents, the contractor shall compile a document metadata record that includes specific fields such as document title, description, document date, EPA publication number, type of document, document abstract, list of search keywords, keyword formats, document owner, vehicle and engine information, and manufacturer information. The metadata shall be in Excel or comma-separated value (CSV) formats. The WAM will provide the detail format on the required metadata fields to the contractor. The contractor shall be able to utilize SQL (Structured Query Language) or a database search tool for retrieving all the required metadata information from Verify database.

Task 4: Assist on DIS Document Upload

The DIS administration web site has administrative tools for submitting data, documents, and metadata to the DIS database. These tools can also add, delete, or modify the metadata in batch mode or interactively through web screens. The contractor shall utilize these tools for uploading documents and metadata to DIS staging server (testing server) as requested by the WAM. The contractor shall also assist with the testing of metadata and documents posted on the DIS staging server before moving to the DIS production server (public web site). The contractor shall coordinate with NCC computer staff for implementing DIS documents to production.

Task 5: DIS Web Site Maintenance

The contractor shall maintain the DIS web sites (Internet public site and Intranet administration site), including all the system code and documentation. The contractor shall work with EPA on updates, corrections, testing, and documentation related to any changes that are made to the DIS websites and databases. Since the DIS website and databases are hosted at EPA National Computer Center (NCC), the contractor shall work with NCC staff and other EPA contractors for deploying DIS changes and supporting the OTAQ DIS web sites.

Task 6: Other OTAQ Documents Support

The contractor shall become familiar with other OTAQ documents such as fuels documents as requested by the WAM. The contractor shall compile fuels documents and create and maintain fuels metadata. The contractor shall provide suggestions, edits, comments, and enhancements to maintain a user-friendly fuels document search web page or any other document search web pages requested by the WAM.

For any new OTAQ documents, the contractor shall provide trainings to the DIS users and administrators on an as needed basis as requested by the WAM.

Task 7: OTAQ DIS Web Site Support

The current Green Vehicle Guide (GVG) is a website located at www.epa.gov/greenvehicles. The information presented ranges from Model Year 2000 to present. It provides light-duty vehicle and truck emission and fuel economy information which consumers can use to evaluate vehicles or trucks in terms of air pollution score, fuel economy estimates, greenhouse gas score, and SmartWay program designation. This information is presented in a variety of ways depending on the type of search a user

performs interactively. The ratings are based on the standards under which the vehicles are certified via EPA's Verify system. The data used for GVG is either from the Verify database or derived from Verify data. Additionally, considerable text content is provided that explains what the numbers mean and why the public should be concerned over vehicle emissions and fuel economy.

The base data for this web site is derived from EPA's Verify database by running two (2) SQL queries in Oracle Browser. One selects records for vehicle models which have been both certified as having met emission standards and receiving a fuel economy label. The other selects records for large trucks that have certificates of conformity but not fuel economy labels because the vehicle is currently exempt if its gross vehicle weight is 8,500 pounds or greater. The results from these queries are manually edited, concatenated together and then loaded into an Oracle table. Then, another query is run to select division and carline combinations (a.k.a. make and model on the GVG) for which there is no corresponding record in the "grand model" look-up table which is used to translate text entered by vehicle manufacturers into "grand" model names. Missing records are added manually in either a spreadsheet or text editor. Following that, a script is run that calls a number of Perl programs -- the first few calculate various scores, the next writes records into another Oracle table and the last seven generate the static data pages based upon the contents of that table. The contractor shall become familiar with and maintain these queries and the processes of obtaining data from Verify.

Updates to the Green Vehicle Guide data pages are performed approximately six (6) times per calendar year -- dependent on vehicle manufacturer data entry activity, policy changes and/or bug fixes. Data for a new model year is normally generated initially in May, then July, with the majority of data being posted in mid-September to early October. Updates to informational (i.e. non-data) HTML pages are performed on an infrequent basis -- mostly only in conjunction with modifications to data pages (e.g. new models added are listed on the 'What's New' page). These updates also include vehicle year / make / model photos on the web pages. The Contractor shall also assist with and implement changes identified during EPA's web product review process.

It will be necessary for the contractor to communicate with the Department of Energy (DOE) and its contractor to coordinate the linkage of web pages between the Green Vehicle Guide and DOE's www.fueleconomy.gov web site should any changes occur.

The contractor will need to coordinate with other EPA contractors and OTAQ databases/IT systems for all the deliverables. Monthly coordination meetings and technical issue meetings are to be conducted by teleconference. The task-related work and the deliverables will be discussed at these meetings.

IV PROJECT REPORTING

Monthly Status Report
The contractor shall provide monthly status reports. The monthly status reports shall track the progress on each of the tasks under this work assignment.

End of Project Period Status Report
At the end of the project period, the contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

V DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Date
1	Work Plan	Based on contract clauses
2	Work Assignment Progress Report	Monthly
"	Task status report and task log	Weekly
"	Task review meetings	Weekly
3	Deliver DIS new documents and metadata	TBD with WAM
5	Deliver system code and documentation	TBD with WAM
7	Deliver GVG code, databases, and system and administration documentation.	TBD with WAM
"	Deliver vehicle year / make / model photos	TBD with WAM

VI DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and the EPA shall be delivered as follows:

- One copy in electronic format to the WAM and PO

The following applies to all tasks under this effort unless otherwise specified by the WAM during performance of that task.

The contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via electronic mail.

The contractor shall submit the deliverables with the information on the WA and task numbers, type (Draft or Final), due date, submission date, deliverable name, and name of the WAM.

Inspection and Acceptance Criteria
The WAM will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WAM.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-04

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-11-007	02/01/2011 To 12/31/2011	Diesel Emissions Quantifier
	Base X Option Period Number	

Contractor: SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW: Tasks 1-4

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 02/01/2011 To 12/31/2011

Comments:

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Contract Period: 02/01/2011 To 12/31/2011	Cost/Fee:	LOE: 0
This Action:			377
Total:			377

Work Plan / Cost Estimate Approvals

Contractor WP Dated:	Cost/Fee:	LOE:
Cumulative Approved:	Cost/Fee:	LOE:

Work Assignment Manager Name: Julien Wang (Signature) (Date)	Branch/Mail Code: Phone Number: 202-343-9072 FAX Number:
Project Officer Name: Ann Chiu (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4544 FAX Number:
Other Agency Official Name (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Camille W. Davis (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2115

STATEMENT OF WORK

Title:	Diesel Emission Quantifier (DEQ)
Contractor and Contract Number:	Systems Research and Applications Corporation
Work Assignment Number:	0-4
Estimated Level of Effort:	377 Hours
EPA Key Personnel:	
Work Assignment COR:	Julien Wang 1310 L Street NW Room 347E Washington, DC 20005 Phone: 202-343-9072 Fax: 202-343-2804 Email: wang.julien@epa.gov
Project Officer:	Ann Chiu 1200 Pennsylvania Avenue, NW Washington, DC 20460 Phone: 734-214-4544 Fax: 734-214-4053 Email: chiu.ann@epa.gov
Contracting Officer:	Matthew Growney USEPA Facilities 26 West Martin Luther King Drive ***Mail Code:*** NWD Cincinnati, OH 45268 Phone: 513-487-2107 Email: growney.matthew.@epa.gov

BACKGROUND

Diesel Emissions Quantifier

As the focus on reducing emissions across the country grows, efforts to track the benefits of the projects have become more difficult. Previously, EPA had tasked PQA (now SRA) with creating a tool to assist in the quantification of emissions which was come to be known as the Diesel Emission Quantifier (DEQ). Previously, EPA had tasked PQA with enhancing the DEQ. The DEQ has been in operation for over 3 year now and EPA has gained valuable feedback from users regarding ways to improve the tool. In the last few months, PQA had made significant changes to the DEQ's user interface, and as a result, technical support is needed. In addition, EPA anticipates more updates will be required and has tasked PQA with assisting EPA on continuing to update the DEQ as needed.

CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this Work Assignment are consistent with the work authorized in sections A, C, and D of the Contract Statement of Work.

TASKS

Task 1 - Prepare Work Plan

The Contractor shall prepare a work plan in accordance with the terms and conditions of contract clauses B.2 entitled "Work Assignments," and B.3 entitled "Preparation and Submission of Work Plans."

Task 2 – Provide Technical Support for the new User-Interface

Since the new User Interface was launched, a number of technical errors have occurred, which include but are not limited to inactive user accounts, missing emission factors, and improper formatting of health benefit results.

Task 3 – Incorporate MOVES data

The contractor shall upload the MOVES emission factors into the DEQ in order for users to calculate emissions for 2012 vehicles and beyond.

Task 4 – Additional Updates

The contractor shall update the DEQ as funds and hours permit with changes the COR requests. Updates include, but are not limited to:

- Uploading CO_2 emission factors for select vehicles and technologies
- Making minor changes to the web pages for ease of use
- Updating the User's manual and other reference documents as needed

Task 5 – Integrate with DRIVER Data System

The contractor work with the DRIVER technical team in determining and executing steps needed to streamline the transfer of data from DEQ to DRIVER. These include, but are not limited to:

- Modifying existing CSV and Excel spreadsheets for ease of import into DRIVER
- Coordinating with DRIVER technical team on making changes and connections to both systems

PROJECT REPORTING

Monthly Status Report

The Contractor shall provide monthly status reports shall be provided in accordance with F.2 Monthly Progress Reports Deviation (JUN 1996) (EPAAR 1552.211-72)

DELIVERY SCHEDULE

The Contractor shall complete deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Date
1	Work Plan	IAW clauses B.2 and B.3 of the Contract
2	Technical Support for New User-Interface	4 weeks from Work Plan approval
3	Incorporate MOVES	5 weeks from Work Plan approval
4	Additional Updates	9 weeks from Work Plan approval
5	Integrate with DRIVER Data System	5 weeks from Work Plan Approval

DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and the Government, shall be delivered as follows:

- One copy in paper or electronic format to the COR
- One copy in paper format of Status Reports only to CO

The following applies to all tasks under this effort unless otherwise specified by the COR during performance of that task.

The Contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in hard copy or electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The Contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the COR.

Inspection and Acceptance Criteria

The COR will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the COR or other individual(s) designated as subject matter technical expert(s) by the COR.

STATEMENT OF WORK

Title:	Diesel Emission Quantifier (DEQ)
Contractor and Contract Number:	Systems Research and Applications Corporation
Work Assignment Number:	0-4
Estimated Level of Effort:	377 Hours
EPA Key Personnel:	
Work Assignment COR:	Julien Wang 1310 L Street NW Room 347E Washington, DC 20005 Phone: 202-343-9072 Fax: 202-343-2804 Email: wang.julien@epa.gov
Project Officer:	Ann Chiu 1200 Pennsylvania Avenue, NW Washington, DC 20460 Phone: 734-214-4544 Fax: 734-214-4053 Email: chiu.ann@epa.gov
Contracting Officer:	Matthew Growney USEPA Facilities 26 West Martin Luther King Drive ***Mail Code:*** NWD Cincinnati, OH 45268 Phone: 513-487-2107 Email: growney.matthew.@epa.gov

BACKGROUND

Diesel Emissions Quantifier

As the focus on reducing emissions across the country grows, efforts to track the benefits of the projects have become more difficult. Previously, EPA had tasked PQA (now SRA) with creating a tool to assist in the quantification of emissions which was come to be known as the Diesel Emission Quantifier (DEQ). Previously, EPA had tasked PQA with enhancing the DEQ. The DEQ has been in operation for over 3 year now and EPA has gained valuable feedback from users regarding ways to improve the tool. In the last few months, PQA had made significant changes to the DEQ's user interface, and as a result, technical support is needed. In addition, EPA anticipates more updates will be required and has tasked PQA with assisting EPA on continuing to update the DEQ as needed.

CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this Work Assignment are consistent with the work authorized in sections A, C, and D of the Contract Statement of Work.

TASKS

Task 1 - Prepare Work Plan

The Contractor shall prepare a work plan in accordance with the terms and conditions of contract clauses B.2 entitled "Work Assignments," and B.3 entitled "Preparation and Submission of Work Plans."

Task 2 – Provide Technical Support for the new User-Interface

Since the new User Interface was launched, a number of technical errors have occurred, which include but are not limited to inactive user accounts, missing emission factors, and improper formatting of health benefit results.

Task 3 – Incorporate MOVES data

The contractor shall upload the MOVES emission factors into the DEQ in order for users to calculate emissions for 2012 vehicles and beyond.

Task 4 – Additional Updates

The contractor shall update the DEQ as funds and hours permit with changes the COR requests. Updates include, but are not limited to:

- Uploading CO_2 emission factors for select vehicles and technologies
- Making minor changes to the web pages for ease of use
- Updating the User's manual and other reference documents as needed

Task 5 – Integrate with DRIVER Data System

The contractor work with the DRIVER technical team in determining and executing steps needed to streamline the transfer of data from DEQ to DRIVER. These include, but are not limited to:

- Modifying existing CSV and Excel spreadsheets for ease of import into DRIVER
- Coordinating with DRIVER technical team on making changes and connections to both systems

PROJECT REPORTING

Monthly Status Report

The Contractor shall provide monthly status reports shall be provided in accordance with F.2 Monthly Progress Reports Deviation (JUN 1996) (EPAAR 1552.211-72)

DELIVERY SCHEDULE

The Contractor shall complete deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Date
1	Work Plan	IAW clauses B.2 and B.3 of the Contract
2	Technical Support for New User-Interface	4 weeks from Work Plan approval
3	Incorporate MOVES	5 weeks from Work Plan approval
4	Additional Updates	9 weeks from Work Plan approval
5	Integrate with DRIVER Data System	5 weeks from Work Plan Approval

DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and the Government, shall be delivered as follows:

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- One copy in paper format of Status Reports only to CO

The following applies to all tasks under this effort unless otherwise specified by the COR during performance of that task.

The Contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in hard copy or electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The Contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the COR.

Inspection and Acceptance Criteria

The COR will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the COR or other individual(s) designated as subject matter technical expert(s) by the COR.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-04

☐ Other ☒ Amendment Number: 000001

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-11-007	02/01/2011 To 12/31/2011	SoW DEQ 2011
	Base X Option Period Number	

Contractor: SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW: No change

Purpose:
- ☐ Work Assignment
- ☒ Work Assignment Amendment
- ☐ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 02/01/2011 To 12/31/2011

Comments:
No changes were needed to the Statement of Work or tasks. We are only requesting an increase 618 hours.

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (Max 2): ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Cost/Fee:	LOE:
Contract Period: 02/01/2011 To 12/31/2011		
This Action:		
Total:		

Work Plan / Cost Estimate Approvals

	Cost/Fee:	LOE:
Contractor WP Dated:		
Cumulative Approved:		

Work Assignment Manager Name: Julien Wang (Signature) (Date)	Branch/Mail Code: Phone Number: 202-343-9072 FAX Number:
Project Officer Name: Ann Chiu (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4544 FAX Number:
Other Agency Official Name (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Camille W. Davis (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2115

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-05

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-11-007	02/01/2011 To 12/31/2011	EMTS development & maintenance
	Base X Option Period Number	

Contractor: SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW: C, D

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 03/01/2011 To 12/31/2011

Comments:

[ ] Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (Max 2): ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Contract Period:	Cost/Fee:	LOE:
	02/01/2011 To 12/31/2011		0
This Action:			11,000
Total:			11,000

Work Plan / Cost Estimate Approvals

Contractor WP Dated:	Cost/Fee:	LOE:
Cumulative Approved:	Cost/Fee:	LOE:

Work Assignment Manager Name: Ann Chiu (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4544 FAX Number:
Project Officer Name: Ann Chiu (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4544 FAX Number:
Other Agency Official Name (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Matthew Growney (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2029 FAX Number: 513-487-2109

STATEMENT OF WORK

Title: EPA Moderated Transaction System Development and Maintenance

Contractor and Contract Number: System Research and Applications Co., Contract EP-C-11-007

Work Assignment Number: 0-05

Work Assignment Manager (WAM):
Ann Chiu
2000 Traverwood Drive
Ann Arbor, MI 48105
Phone: 734-214-4544
Fax: 734-214-4869
Email: chiu.ann@epa.gov

Alternate WAM:
Scott Christian
1310 L St. NW
Washington, DC 20005
Phone: 202-343-9498
Fax: 202-343-2800
Email: Christian.Scott@epa.gov

Project Officer (PO):
Ann Chiu
2000 Traverwood Drive
Ann Arbor, MI 48105
Phone: 734-214-4544
Fax: 734-214-4869
Email: chiu.ann@epa.gov

Contracting Officer:
Camille Davis
USEPA Facilities
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati, OH 45268
Phone: 513-487-2095
Fax: 513-487-2107
Email: davis.camille@epa.gov

I. BACKGROUND

The Office of Transportation and Air Quality (OTAQ) is responsible for implementation of the Renewable Fuel Standard (RFS). The RFS regulations, currently in 40 CFR Part 80 Subpart K, are referred to as "RFS1" in this document. RFS1 was in effect September 2007 to June 30, 2010. Due

to the passage of the Energy Independence and Security Act of 2007 (EISA) in December 2007, EPA was required to implement new regulations, referred to as "RFS2" in this document. RFS2 implementation began on July 1, 2010.

Under RFS1, credits called Renewable Identification Numbers, or RINs, were traded between parties. RFS1 RINs were the basic unit of compliance under the RFS program and consist of 38 digits that convey information about the RIN generator (renewable fuel producer or importer) and the batch of renewable fuel associated with the RIN. Under RFS2, RINs are still the basic unit of compliance but designed for easier generation and trade for regulated parties.

The EPA Moderated Transaction System (EMTS) was created to better support the RFS2 program and simplify RIN generation and transfer of RIN credits between renewable fuel producers, gasoline and diesel refiners, importers, exporters and non-obligated RIN owners. EMTS users submit RIN credits through the EPA Central Data Exchange (CDX) environment and EMTS monitors and logs these transactions and conduct checks, for the purpose of identifying and preventing discrepancies from established transaction rules. The EMTS was deployed to production in 2010 and is used by an established base of industry users, of which some are already participating with the RFS1 program. Currently, EMTS processes more than 800millions of submissions from 4,500 registered industry users and assisting more than 425,000 RIN credits transactions each month.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections D and E of the contract's statement of work.

III TASKS

EMTS was created under contract EP-C-06-003. The purpose of this work assignment (WA) is to continue developing, maintaining and updating EMTS. For all the following tasks, the contractor shall work with EPA's EMTS team and other EPA contractors and project teams such as the EPA CDX team and the EPA central computer center (NCC) contractors. The contractor shall also coordinate EMTS data with other EPA databases such as the OTAQ DCFUEL database (Fuels program database for all fuels data) and OTAQReg (the Fuels program's registration system) when needed.

Task 1: Project Management

The contractor shall deliver monthly WA status reports which shall track the progress on each of the tasks/deliverables. The report shall include the information such as task and subtask names, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, and work on hold status. PO and WAM will notify the contractor in writing regarding any changes to the report format.

The contractor shall maintain an EMTS project plan (in MS Project format) for all the development and maintenance tasks and deliverables. The contractor shall have weekly management meetings with EPA project team to report progress, discuss issues, coordinate tasks schedule and set priorities, and review project plan.

The contractor shall assist the WA with project management needs, including: information posting on the web, webinar meetings, stakeholder conference logistics, and coordinating with EMTS users when needed.

Task 2: EMTS Development and Maintenance

The contractor shall work with the WAM to define new requirements for all existing EMTS

functional areas. The contractor shall continue to develop, update, and provide maintenance in the established development environment based on these new requirements. The contractor shall follow the full system development life cycle process including steps such as development, implementation, deployment, testing, training, and documentation for any of the EMTS upgrades. The code shall be written with extensive comments to facilitate the understanding and intention of the EMTS code. EPA shall retain ownership of the code when deployed. The contractor shall deploy the code as required by EPA NCC's system deployment process. In addition, the contractor shall collect deployment testing results and provide problems, suggestions, and comments to EPA. The contractor shall develop a code change methodology for maintaining and documenting all the code changes. The contractor shall deliver a complete set of EMTS code with all the documented changes at the end of this WA.

The contractor shall keep a change log file documenting all the necessary EMTS changes including future changes and new features and functions. The WAM will provide the required format for the change log file. The contactor shall work with EPA to prioritize changes for future EMTS upgrades. The contractor shall update and maintain the EMTS system based on the change log priorities. EPA anticipates at least quarterly EMTS updates with emergency updates if necessary.

The contractor shall work with the WAM and assist with necessary coordination work such as NCC's application development checklist (ADC) process, CDX integration, EPA exchange node process, EPA security plan, EPA CROMERR requirements, and other necessary deployment tasks.

Task 3: EMTS System and User Documentation
The contractor shall work with the WAM on maintaining the existing EMTS system and user documents. The contractor shall update all user documents and system related documents after each of the major upgrade. The WAM will provide a list of documents requiring updates.

The contractor shall also create an EMTS Operation Manual for any routine system maintenance and database tasks. This operation manual shall document procedures and tools (for example queries, commercial tools, system scripts, and commands, etc.) for maintaining and monitoring EMTS. The operation manual shall include the necessary routine system and database cleaning procedures. This operation manual should also include a database disaster recovery plan. The contractor should work with the WAM on the contents and the format of the operation manual.

Task 4: EMTS Administration Training
The contractor shall work with the WAM to create training materials and provide training related to EMTS database administration and EMTS Operation Manual. This training includes but is not limited to the areas of system and database administrations, application monitoring tools, database maintenance procedures, and changes related to EMTS upgrades.

The contractor shall work with the WAM to make sure these training materials stay updated as EMTS is updated.

IV PROJECT REPORTING

Monthly Status Report
The contractor shall provide monthly status reports in accordance with Monthly Progress Reports Deviation. The monthly status reports shall track the progress on each of the tasks under this work assignment.

End of Project Period Status Report

At the end of the project period, the contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

V DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Date
1	Work assignment management meetings	Weekly
1	EMTS MS Project plan	before the weekly WA management meeting
1	EMTS change log	before the weekly WA management meeting
2	EMTS updates	Quarterly and as needed by WAM
3	EMTS Operation Manual	TBD by WAM
3	EMTS system and database documents	TBD by WAM
3	EMTS user documents	TBD by WAM
4	EMTS admin trainings and training materials	TBD by WAM

VI DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WAM

The following applies to all tasks under this effort unless otherwise specified by the WAM during the performance of that task.

The contractor shall deliver all draft and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum: the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

Inspection and Acceptance Criteria

The WAM will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WAM.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-06

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-11-007	02/01/2011 To 12/31/2011 Base X Option Period Number	EMTS & Fuels program support

Contractor: SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW: C,D,E

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 03/01/2011 To 12/31/2011

Comments:

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

SFO (Max 2): ☐

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:	Cost/Fee:	LOE:
02/01/2011 To 12/31/2011		0
This Action:		7,450
Total:		7,450

Work Plan / Cost Estimate Approvals

Contractor WP Dated:	Cost/Fee:	LOE:
Cumulative Approved:	Cost/Fee:	LOE:

Work Assignment Manager Name: Ann Chiu (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4544 FAX Number:
Project Officer Name: Ann Chiu (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4544 FAX Number:
Other Agency Official Name (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Matthew Growney (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2029 FAX Number: 513-487-2109

STATEMENT OF WORK

Title:	EPA Moderated Transaction System Support and other OTAQ support tasks
Contractor and Contract Number:	System Research and Applications Co., Contract EP-C-11-007
Work Assignment Number:	0-06
Work Assignment Manager (WAM):	Ann Chiu 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4544 Fax: 734-214-4869 Email: chiu.ann@epa.gov
Alternate WAM:	Scott Christian 1310 L St. NW Washington, DC 20005 Phone: 202-343-9498 Fax: 202-343-2800 Email: Christian.Scott@epa.gov
Project Officer (PO):	Ann Chiu 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4544 Fax: 734-214-4869 Email: chiu.ann@epa.gov
Contracting Officer:	Camille Davis USEPA Facilities 26 West Martin Luther King Drive Mail Code: NWD Cincinnati, OH 45268 Phone: 513-487-2095 Fax: 513-487-2107 Email: davis.camille@epa.gov

I. BACKGROUND

The Office of Transportation and Air Quality (OTAQ) is responsible for implementation of the Renewable Fuel Standard (RFS). The RFS regulations, currently in 40 CFR Part 80 Subpart K, are

referred to as "RFS1" in this document. RFS1 was in effect September 2007 to June 30, 2010. Due to the passage of the Energy Independence and Security Act of 2007 (EISA) in December 2007, EPA was required to implement new regulations, referred to as "RFS2" in this document. RFS2 implementation began on July 1, 2010. Under RFS1, credits called Renewable Identification Numbers, or RINs, are traded between parties. RFS1 RINs were the basic unit of compliance under the RFS program and consist of 38 digits that convey information about the RIN generator (renewable fuel producer or importer) and the batch of renewable fuel associated with the RIN. Under RFS2, RINs are still the basic unit of compliance, but the RINs in the EPA Moderated Transaction System (EMTS) and the RFS2 program were designed for easier generation and trade for regulated parties.

With PQA and SRA, EPA created the EMTS to better support the RFS2 program and simplify RIN the generation and transfer of renewable identification number (RIN) credits between renewable fuel producers, gasoline and diesel refiners, importers, exporters and non-obligated RIN owners. The EMTS handles RIN generation and transactions within the EPA Central Data Exchange (CDX) environment.

EMTS is a centralized platform where transactions between registered parties and the EMTS are conducted in conformance with the applicable regulations. EMTS monitors and logs these transactions and conduct checks, for the purpose of identifying and preventing discrepancies from established transaction rules. All communication is to be routed through a central communications service that is integrated with EMTS. EMTS will be used by an established base of industry users, of which some are already participating with the RFS1 program (see 40 CFR Part 80 Subpart K) or have participated in other programs that required data submissions to OTAQ.

The EMTS will have different levels of interaction for performing transactions on RINs. Transactions can be performed via web interface or exchange network. For the exchange network, a party must have a node or node client set up. However to set up either a node or node client requires technical assistance from EPA and CDX contractors. EPA will need to continually help industry set up an exchange network interaction in order to facilitate more batch industry reporting.

In order to better provide industry support for EMTS and other EPA applications that affect EMTS usage, EPA will need to set a centralize support desk to help manage and maintain better transparency and limit redundancy through the existing support and help desks. Additionally, EPA will need to develop and more affectively provide outreach materials to industry by developing or improving, but not limited to, the following: web pages, social media, annual reports, real-time data search engines, and GIS mapping data sets.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections D and E of the contract's statement of work.

III TASKS

The purpose of this work assignment (WA) is to continue maintain and support EMTS helpine activities and tracking system. The contractor shall also assist on other OTAQ support tasks related to Fuels program.

The contractor shall work with other EPA contractors related to EMTS and other EPA work groups and project teams such as the CDX work group. The contractor shall also coordinate EMTS with other EPA databases and data systems such as OTAQ DCFUEL and OTAQReg. The OTAQReg is the Fuels programs registration system.

Task 1: Project Management

The contractor shall deliver monthly WA status reports which shall track the progress on each of the tasks/deliverables. The report shall include the information such as task and subtask names, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, and work on hold status. PO and WAM will notify the contractor in writing regarding any changes to the report format.

The contractor shall have weekly management meetings with EPA project team to report progress, discuss issues, coordinate tasks schedule and set priorities, and review deliverables.

The contractor shall assist project management needs including information posting on web, webinar meetings, stakeholder conference logistics, and coordinate with other EPA contractors when needed.

Task 2: Maintain EMTS Support Line and Tracking System

The contractor shall maintain the existing EMTS support helpline and request tracking system. The EMTS Support Line telephone and e-mail service shall be open to end users each federal business day from 8:00 a.m. to 5:00 p.m.; at all other times, calls shall be taken by voice mail and retrieved at the start of the next EMTS Support Line service shift. All calls shall be answered with the contractor identifying themselves as Systems Research and Applications Co. This identification shall also be indicated on the systems voice mail and any email activity, including their e-mail signature. The contractor shall continue provide a support line central phone number and email address. All support line action requests and trouble reports shall be recorded in a manner which will allow trend analysis via the EMTS request tracking system.

The contractor shall attempt to resolve reported problems immediately upon receipt. Emergency problems shall be responded to with a call back to the user within the same day. All other calls shall be responded to with a call back or email to the user no later than the next business day. Requests shall be addressed in order of receipt and assigned to a support staff for resolution. In all cases, the contractor shall create the request ticket, resolve the problem, and, as necessary, contact the appropriate contact in the Compliance and Innovative Strategies Division and/or Fuels Programs Support Group (FPSG) for final resolution.

EPA will provide operational guidelines regarding request handling procedurals concerning regulatory questions or confidential business information (CBI) issues. The contractor shall follow these guidelines when work with EPA staff to resolve user requests. The guidelines will also include the procedures for handling programmatic calls to the RFS Support line. The contractor shall obtain approval from WAM for assisting any regulatory and CBI related request. Listed examples on regulatory and CBI requests.

1. Requests to change data in the data base, e.g., RIN transactions, invalidating accounts, registration questions, resubmission questions, etc.
2. Decipher error messages/troubleshoot regulatory and CBI related problems.
3. Perform data queries for special reports.

The EMTS Support Line services include the tracking and providing of factual answers and responses to user requests. The contractor shall use the following critical success factors when handling user requests.

- Answer internal EPA phone numbers (such as 202-343-xxxx) as the priority call
- Always be courteous and receptive to customers
- Solve problems over the phone and through email

- Provide suggested solutions when report any systemic issues to EPA system managers
- Follow up and communicate to the CDX, RFS support lines, Fuels programs and other contractors until the request resolved.

The contractor shall have primary responsibility for maintaining and updating the EMTS request tracking system, and contacting users with an update and resolution status of all reported issues.

The contractor shall review both the support line's voice mail requests and all of EMTS and other EPA Fuels Programs user support electronic communications by 8:30 am daily. Upon receipt, all requests shall be entered in the existing EMTS request tracking system for analysis and/or immediate resolution. Actions, comments, and solutions for these requests shall also be tracked in this tracking system. All transactions shall be time and date stamped. The tracking system shall be accessible by EPA and editable upon request. Those components of the tracking system identified as crucial for trend analysis shall be exportable to an Oracle environment. The data should be tracked by type of call (CDX, RFS, etc.), requestor, manufacturer, industry; and if EPA by Assistant Administrator (AA), office, and division. All information submitted to the tracking system should be reported timely and accurately as information is collected.

The contractor shall provide a support line biweekly report on the number of calls, types of problems, amount time for resolution, the related industry and compliance module, and resolution. In addition, the support line should suggest received questions that will help build a developing frequent questions document. The contractor shall also work with EPA to establish appropriate service level metrics and provide those metrics on the support line report. The call information should be set up in order to run queries and be able to do totals and exportable to Microsoft Excel. The contractor should work with the WAM for report format. In addition, the contractor shall work with WAM review support line report and identify functions or problems need to correct in future EMTS development.

The contractor shall develop a support line user satisfaction survey and deliver a yearly helpline survey report. The contractor shall work with WAM on the survey and report details.

Task 3: Coordinate Support for OTAQ Fuels Programs

EPA has the needs to coordinate and consolidate all the support lines related to Fuels program. The contractor shall assist these support functions such as coordinating EMTS request tracking system with other OTAQ Fuels program support systems including OTAQReg, CDX and RFS support lines; consolidating industry questions related to Fuels program in a centralized system using Request Tracker or Parature; coordinate OTAQ Fuels program outreach materials. The contractor shall establish a Fuels program support consolidation plan and work with WAM on implementing the plan.

Task 4: Outreach Assistance

The contractor shall provide and improve existing EMTS and Fuels program outreach materials including, but not limited to web pages, social media, annual reports, real-time data search engines, and GIS mapping data sets. The contractor shall also provide assistance for EMTS events and outreach activities and tasks that include creating outreach web site, workshops, hands on training, EPA/OTAQ internal meetings, etc. The contractor shall work with WAM on the following areas and other outreach tasks when needed.

- Set up events including registration,
- Assist presentation materials for public events
- Assist presentation materials for EPA internal discussions

- Assist handout materials
- Provide EMTS demonstrations
- Create training materials
- Provide hands on EMTS workshops
- Create summary and detail tutorials by each type of transaction for interactions with ETMS
- Provide internal EPA user and system admin trainings
- Database administrative hands on workshops
- Taking meeting notes at workshops and meetings
- Providing Q&A assistance and documentation
- Include audio on presentation materials and provide closed captioning for those materials if necessary
- Social Media
- Annual Reports
- Webpage updates and new development
- Real-time data updates

Task 5: Development of EMTS User Training

The contractor shall provide and develop training materials for the overall success of the EMTS. The contractor shall work with EPA and develop a training plan for hands on class, training materials, web or other necessary training tools. The contractor shall work with WAM on implementing the training plan. Few of the examples for the training materials:

1. Written step by step directions for file formatting and submitting
2. Materials for users to avoid possible submission problems
3. Training materials that will help facilitate the reporting process

The contractor shall work with WAM to make sure these training materials stay updated as EMTS is updated.

IV PROJECT REPORTING

Monthly Status Report

The contractor shall provide monthly status reports in accordance with Monthly Progress Reports Deviation. The monthly status reports shall track the progress on each of the tasks under this work assignment.

End of Project Period Status Report

At the end of the project period, the contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

V DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Date
1	Work assignment management meetings	Weekly
2	EMTS Support Line update call procedures	As needed by WAM
2	EMTS Support Line tracking system update	As needed by WAM
2	EMTS Support Line report	Biweekly
3	Fuels program support consolidation plan	TBD by WAM

4	Outreach task list	TBD by WAM
5	EMTS training plan with tasks and deadlines	TBD by WAM

VI DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the contractor and the Government, shall be delivered as follows:

$ One copy in electronic format to the WAM

The following applies to all tasks under this effort unless otherwise specified by the WAM during performance of that task.

The contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

Inspection and Acceptance Criteria
The WAM will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WAM.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-07

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-11-007	02/01/2011 To 12/31/2011	HD/NR Compliance Tasks
	Base X Option Period Number	

Contractor: SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW:

Purpose:
- ☒ Work Assignment
- ☐ Work Assignment Amendment
- ☐ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 03/03/2011 To 12/31/2011

Comments:

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (Max 2): ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Contract Period: 02/01/2011 To 12/31/2011	Cost/Fee:	LOE: 0
This Action:			2,011
Total:			2,011

Work Plan / Cost Estimate Approvals

Contractor WP Dated:	Cost/Fee:	LOE:
Cumulative Approved:	Cost/Fee:	LOE:

Work Assignment Manager Name: Nydia Reyes-Morales (Signature) (Date)	Branch/Mail Code: Phone Number: 202-343-9264 FAX Number:
Project Officer Name: Ann Chiu (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4544 FAX Number:
Other Agency Official Name (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Matthew Growney (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2029 FAX Number: 513-487-2109

Statement of Work

Title:	HD & NR Certification and Compliance Monitoring Tasks
Contractor and Contract Number:	SRA International, Inc. Contract # EP-C-11-007
Work Assignment Number:	0-07
Date:	February 2011
Work Assignment COR:	Nydia Yanira Reyes-Morales 1200 Pennsylvania Avenue, NW (6403J) Washington, DC 20460 Phone: 202-343-9289 Fax: 202-343-2804 Email: reyes-morales.nydia@epa.gov
Project Officer:	Ann Chiu 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4544 Fax: 734-214-4869 Email: chiu.ann@epa.gov
Contracting Officer:	Camille Davis Cincinnati Procurement Operations Division 26 W. Martin Luther King Drive Cincinnati, Ohio 45268 Phone: 513-487-2115 Fax: 513-487-2095 Email: growney.matthew@epa.gov

I. BACKGROUND

Every year, engine manufacturers from diverse industries submit a large number of reports on the characteristics of their production and their activities in the US market. These reports are submitted to fulfill the requirements of a number of certification and compliance programs authorized under Title II of the Clean Air Act (CAA, the Act), including, but not limited to:

1. Certification of Compliance with Emission Requirements
2. Average, Banking and Trading (AB&T),
3. Production Line Testing (PLT),
4. Annual Production,
5. In-use Testing, and
6. Transition Program for Equipment Manufacturers (TPEM).

The programs have different purposes, deadlines and reporting requirements. Program characteristics and requirements may also vary among industries. Due to the large amount of data received, EPA requires that standard templates be developed for data submission and tracking systems be established and operated. Proper tracking and monitoring will assist EPA in making compliance determinations and help promote the integrity of these important programs.

The purpose of this work assignment is to support the certification and compliance data management needs of the Heavy-Duty and Nonroad Engines Group (HDNEG), Compliance and Innovative Strategies Division (CISD). Table A lists the industries under the purview of HDNEG and the Part of the Code of Federal Regulations that contains the applicable regulations.

Table A
Nonroad Engines and Vehicle Emissions Regulations

Industry	40 CFR Part
Heavy-Duty Engines (HD)	85, 86
Nonroad Compression-Ignition Engines (NRCI)	89, 1039
Small Spark-Ignition Engines (small SI)	90, 1054
Large Spark-Ignition Engines (Large SI)	1048
Marine Compression-Ignition Engines (Marine CI)	94, 1042
Marine Spark-Ignition Engines (Marine SI)	91, 1045
Locomotives	92, 1033
Stationary Engines – SI and CI	60

Evaporative Requirements	1060
General Provisions – apply to most nonroad categories	1068

The Contractor may also be asked to do work related to Recreational Vehicles under 40 CFR Parts 1051 and 1068.

Under Contract EP-C-06-003, SRA developed reporting templates and a tracking system, the Compliance Database, for certain industry sectors. EPA requires that this work continue. To continue this work, the Contractor shall be familiarized with the regulations listed above and keep abreast of regulatory changes that may affect the programs they are working on.

The Contractor shall keep track of hours spent in the following categories: (1) HD and all NRCI industries including Locomotives, and (2) all SI industries (including SI evaporative requirements). Please note that the Transition Program for Equipment Manufacturers now has its own task (Task 8) to highlight EPA's intent to focus on this program.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections A, B, C, D and E of the contract's statement of work.

Task 1: Prepare Work Plan

The contractor shall prepare a work plan in accordance with the terms and conditions of the Contract clause "Work Assignments".

Task 2: Work Assignment Progress Report & Project Management

The Contractor shall deliver monthly status reports which should track the progress on each of the tasks under this work assignment. The report should include the information such as: task and subtasks name, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, work on hold status, and any extra information in writing from the Project Officer (PO) and Work Assignment Manager (WAM).

This information must be provided in separate columns for the HD & NRCI (one category), and NRSI, with special emphasis on the number of hours and costs incurred per task. PO and WAM will notify the Contractor in writing of any changes to the report format.

On or around the 10th of the month, the contractor shall have a conference call with the WAM to go over the progress made during the previous month. The WAM has selected the 10th of the month to accommodate the Contractor's usual schedule for submitting Monthly Progress Reports. The WAM will send a meeting notice as needed.

Task 3: Heavy-Duty and Nonroad Compression-Ignition Tracking Templates; Development and Updates

Under Contract EP-C-06-003, the Contractor developed Excel templates for HD and NRCI engine manufacturers to submit reports required under several emission compliance programs. As new programs and regulations are developed, new templates or revisions to existing templates are needed. Specifically, the Contractor will:

- Complete the following templates, including incorporating and/or addressing comments submitted by the certification representatives, as forwarded by the WAM:
    - Marine CI - AB&T
    - Marine CI – PLT
    - TPEM templates
        - Tier 4 Notification Letter
        - Equipment Manufacturer Reports
        - Engine Manufacturer Reports
- Continue to develop and/or update templates for any certification or compliance program, as directed by the WAM.

All templates shall continue to be consistent with requirements and specifications provided by the WAM and understanding gained in meetings with EPA staff. These templates shall also be compatible with the Compliance Database. Since the templates will be distributed for engine manufacturers' use, the Contractor shall make sure that all calculations within the template comply with applicable regulations and cannot be modified by the manufacturer. The templates shall also contain an instructions section with enough information to enable EPA staff and engine manufacturers to use them correctly. And, as directed by the WAM, the Contractor shall submit the draft templates to a WAM-approved list of manufacturers and EPA staff for comment. The Contractor shall receive and assist the WAM in addressing comments received and shall update the templates accordingly.

Task 4: Non-Road Spark-Ignition Tracking Templates, Development and Updates

Under this task, the Contractor shall perform for NRSI engines and programs the activities described under Task 3 while keeping track of the level of effort and budget separately.

Task 5: Processing and Analysis of Heavy-duty & Non-Road Compression-Ignition Compliance Reports

Receiving Reports

Currently, engine manufacturers submit reports (using the templates developed by the Contractor or other formats) via mail or email. Email submittals may be sent to EPA staff or to e-mail addresses EPA has designated for compliance submittals, such as plt@epa.gov, abt@epa.gov, in-use@epa.gov, tpem-ci@epa.gov . The Contractor shall continue to monitor these dedicated email accounts and log all reports received through the email accounts or by other means. A separate log shall be kept for each compliance program and industry unless otherwise indicated by the WAM. The WAM will indicate the information to be included in each log.

As the reports come in, the Contractor shall upload them in the Compliance Database.

In the near future, CISD will start using the services of CDX to receive these reports, instead of the email accounts. The Contractor shall work with EPA staff to complete any steps necessary to make this transition. After the transition is made, the Contractor may be asked to continue receiving, uploading and processing reports.

Processing Reports

If directed by the WAM, the Contractor shall review all reports for completeness, track compliance with reporting requirements by all companies and submit to the WAM a list of companies that have not submitted required reports. Upon request by the WAM, the Contractor shall contact companies to request copies of damaged reports or additional information, as needed. The Contractor may also be asked to assist EPA in contacting manufacturers who have not submitted required reports.

As directed by the WAM, the Contractor shall also review reported data and alert the WAM or designated EPA staff when a report indicates noncompliance with applicable regulations.

Upon receipt of written technical direction issued by the WAM, the Contractor shall generate reports and analyses. Among others, the Contractor will generate the following reports:

- Monthly reports alerting EPA of any noncompliance, such as failed in-use or PLT tests, found in reports received.
- Update the list of manufacturers who are submitting AB&T, PLT and In-use reports and those who are not

- Data items that manufacturers are not submitting in their reports despite requirements in the applicable regulations
- List of common errors or data quality control issues
- Any trends the Contractor may notice during the process of uploading and analyzing information that could be a compliance concern
- A compliance analysis, per industry and model year, for MY 2009 and 2010, on compliance levels, credits accumulated/used, manufacturers who have not submitted reports in the last five years.
- Compare projected production data submitted by manufacturers in the application for certification that may have been used as the basis to claim a small volume exemption for a particular engine family, and the data submitted in the Annual Production Report. This comparison is used to verify if manufacturers are correctly claiming exemptions from PLT and other requirements.
- Reports needed for CISD's Compliance Report, such as a list of manufacturers participating in AB&T per industry, credits accumulated/used/traded; PLT trends, In-use trends, compliance margin for all industries and programs.

EPA may also require other reports. For example, reports on total number of engines tested by manufacturers for a given model year and their mean emissions level for a specific pollutant, etc.

While manufacturer reports are in the care of the Contractor, the Contractor shall make sure that the reports are safely kept, with special emphasis on protecting any Confidential Business Information contained in them.

Task 6: Processing and Analysis of Non-Road Spark-Ignition Compliance Reports

Under this task, the Contractor shall perform for NRSI engines and programs the activities described under Task 5 while keeping track of the level of effort and budget separately.

Task 7: Heavy-Duty and Nonroad Compression-Ignition Compliance Database Development and Maintenance

The Contractor shall continue to develop, refine and test the Compliance Database developed under the previous contract in accordance with requirements and specifications provided by the WAM and understanding gained in meetings with EPA staff.

This year, the Contractor shall finalize the TPEM module, refine and finalize the "Industry Overview" screen, and correct issues pointed out by the WAM. The WAM may also ask the Contractor to demonstrate the database to other EPA officials.

Any updates, additions and changes to the Compliance Database and templates comply with Section 508 of the Rehabilitation Act of 1973 (found at 29 U.S.C. 794d) and compatible with EPA systems and guidance.

If time and budget allows, the WAM may request the development and implementation of tracking and auditing tools for other programs, as the agency deems necessary. Any new tracking tools or modules shall conform to the same standards and design principles use to develop the existing modules:

- Track, by model year and compliance program, whether a manufacturer has submitted its required reports;
- Perform basic searches and calculations on the data by industry or manufacturer, within a model year, and across model years;
- Verify the calculations used by the manufacturer;
- Ensure that data is readily and securely accessible to EPA certification staff (or can report out to EPA certification staff in a secure fashion); and
- Facilitate the generation of basic statistics by program, model year, industry sector and manufacturer.

The Contractor shall implement and maintain the process it develops. No software development is required as a deliverable. The Contractor shall deliver electronic copies of spreadsheets, databases, electronic screens and supporting data for the reports to CISD in a format approved by the WAM.

Task 8: Non-Road Spark-Ignition Compliance Database Development and Maintenance

Under this task, the Contractor shall perform for NRSI engines and programs the activities described under Task 7 while keeping track of the level of effort and budget separately.

Task 9: CI Transition Program for Equipment Manufacturers (TPEM)

The Contractor shall continue to create a system compatible with or part of the Compliance Database to house, organize, search and evaluate data submitted under TPEM.

Under EP-C-06-003, the Contractor logged and organized TPEM submittals received by EPA. Under this work assignment, the Contractor will also assist EPA by tracking

compliance, as it does with other programs under Tasks 3 through 8. As directed by the WAM, the Contractor shall perform the following tasks:

- Keep track of participating manufacturers' Letters of Intent;
- Keep track of reports submitted by participating equipment manufacturers;
- Cross reference reports submitted by equipment manufacturers with information submitted by engine manufacturers or other sources to verify compliance with the limits of the program;
- Identify Part 89 TPEM participants;
- Assist EPA, when requested by the WAM, in contacting manufacturers to clarify information or request missing reports;
- Make recommendations on how to better track TPEM new requirements;
- Assist EPA in creating/updating a website with TPEM information;
- Disseminate information about the program and/or answer basic questions from the public and the industry;
- Alert EPA when noncompliance is apparent or suspected, or when a policy issues arise; and
- Any other task EPA deems necessary for the implementation of the program and as directed by the WAM.

Task 10: SI Transition Program for Equipment Manufacturers (TPEM)

Under this task, the Contractor shall perform, for the SI TPEM program, the activities described under Task 9 while keeping track of the level of effort and budget separately.

Task 11: Documentation for Compliance Database, updates

Under Contract EP-C-06-003, the Contractor supplied EPA with documentation related to the structure and inner workings of the Compliance Database sufficient to enable EPA staff to maintain or modify the database without assistance from the Contractor. Under this task, the Contractor shall update that documentation as needed.

III. PROJECT REPORTING

Monthly Status Report

The Contractor shall provide monthly status reports tracking the progress on each of the tasks under this work assignment.

End of Project Period Status Report

At the end of the project period, the Contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

For accounting purposes, the Contractor shall always keep track and report information pertaining to HD/NRCI and NRSI separately. This applies to both the Monthly Status Report and the End of Project Period Status Report as well as to any other report the Contractor submits.

IV. DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Date
1	Work Plan	Per contract specifications
2	Work assignment progress report	Monthly
2	Monthly Meetings	Monthly
3 4	HD/NRCI template development and updates NRSI templates development and updates	Ongoing
5 6	HD/NRCI Compliance Reports – processing & analysis NRSI Compliance Reports – processing & analysis	Ongoing
7 8	HD/NRCI database development and maintenance NRSI database development and maintenance	Ongoing
9 10	CI TPEM tracking system SI TPEM tracking system	By June 15, 2011
9 10	Receiving, uploading and reviewing TPEM submittals	Ongoing
10	Database documentation updates	As needed

IV. DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WAM & PO

The following applies to all tasks under this effort unless otherwise specified by the WAM during performance of that task.

The Contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The Contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

V. INSPECTION AND ACCEPTANCE CRITERIA

The WAM will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, documents and other deliverables will be performed by the WAM.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-07

☐ Other ☒ Amendment Number: 000001

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-11-007	02/01/2011 To 12/31/2011 Base X Option Period Number	HD/NR Certification and Compli

Contractor: SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW:

Purpose:
- ☐ Work Assignment
- ☒ Work Assignment Amendment
- ☐ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 03/03/2011 To 12/31/2011

Comments:
The purpose of this amendment is to increase the level of effort and add one task.

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (Max 2): ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period: 02/01/2011 To 12/31/2011 — Cost/Fee: — LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: — Cost/Fee: — LOE:

Cumulative Approved: — Cost/Fee: — LOE:

Work Assignment Manager Name: Nydia Reyes-Morales (Signature) (Date)	Branch/Mail Code: Phone Number: 202-343-9264 FAX Number:
Project Officer Name: Ann Chiu (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4544 FAX Number:
Other Agency Official Name: (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Renita Tyus (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2094 FAX Number: 513-487-2109

Statement of Work

Title:	HD & NR Certification and Compliance Monitoring Tasks
Contractor and Contract Number:	SRA International, Inc. Contract # EP-C-11-007
Work Assignment Number:	**0-07; Amendment #1**
Date:	October 2011
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I. BACKGROUND

This is an amendment to the previous Statement of Work (SOW). While most of the work remains the same, the volume of work has been higher than previously expected by EPA. This amendment increases the level of effort on existing tasks and adds a new task. We are amending the Work Assignment (WA) to increase the level of effort related to Tasks #3, #7, #8, #9 and # 10, as described in Section III of this document. The description of those tasks remains the same. We are also adding Task #12, Support with FileMaker Pro databases. However, EPA expects minimal to no work to take place under Task 12 this year. We are adding it to this WA to have the flexibility to use it in case of an emergency.

Effective October 10, 2011, the structure and name of the EPA office managing this WA changed. We are taking this opportunity to update this information throughout this SOW.

Every year, engine manufacturers from diverse industries submit a large number of reports on the characteristics of their production and their activities in the US market. These reports are submitted to fulfill the requirements of a number of certification and compliance programs authorized under Title II of the Clean Air Act (CAA, the Act), including, but not limited to:

1. Certification of Compliance with Emission Requirements
2. Average, Banking and Trading (AB&T),
3. Production Line Testing (PLT),
4. Annual Production,
5. In-use Testing, and
6. Transition Program for Equipment Manufacturers (TPEM).

The programs have different purposes, deadlines and reporting requirements. Program characteristics and requirements may also vary among industries. Due to the large amount of data received, EPA requires that standard templates be developed for data submission and tracking systems be established and operated. Proper tracking and monitoring will assist EPA in making compliance determinations and help promote the integrity of these important programs.

The purpose of this work assignment is to support the certification and compliance data management needs of the ***Diesel Engine Compliance Center (DECC) and the Gasoline Engine Compliance Center (GECC), within the Compliance Division (CD).*** Table A lists the industries under the purview of ***DECC and GECC***, as well as the Part of the Code of Federal Regulations that contains the applicable regulations.

Table A
Nonroad Engines and Vehicle Emissions Regulations

Industry	40 CFR Part
Heavy-Duty Engines (HD)	85, 86
Nonroad Compression-Ignition Engines (NRCI)	89, 1039
Small Spark-Ignition Engines (small SI)	90, 1054
Large Spark-Ignition Engines (Large SI)	1048
Marine Compression-Ignition Engines (Marine CI)	94, 1042
Marine Spark-Ignition Engines (Marine SI)	91, 1045
Locomotives	92, 1033
Stationary Engines – SI and CI	60
Evaporative Requirements	1060
General Provisions – apply to most nonroad categories	1068

The Contractor may also be asked to do work related to Recreational Vehicles under 40 CFR Parts 1051 and 1068.

Under Contract EP-C-06-003, SRA developed reporting templates and a tracking system, the Compliance Database, for certain industry sectors. EPA requires that this work continue. To continue this work, the Contractor shall be familiarized with the regulations listed above and keep abreast of regulatory changes that may affect the programs they are working on.

The Contractor shall keep track of hours spent in the following categories: (1) HD and all NRCI industries including Locomotives, and (2) all SI industries (including SI evaporative requirements). Please note that the Transition Program for Equipment Manufacturers now has its own task (Task 8) to highlight EPA's intent to focus on this program.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections A, B, C, D and E of the contract's statement of work.

Task 1: Prepare Work Plan

The contractor shall prepare a work plan in accordance with the terms and conditions of the Contract clause "Work Assignments".

Task 2: Work Assignment Progress Report & Project Management

The Contractor shall deliver monthly status reports which should track the progress on each of the tasks under this work assignment. The report should include the information such as: task and subtasks name, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, work on hold status, and any extra information in writing from the Project Officer (PO) and Work Assignment Manager (WAM).

This information must be provided in separate columns for the HD & NRCI (one category), and NRSI, with special emphasis on the number of hours and costs incurred per task. PO and WAM will notify the Contractor in writing of any changes to the report format.

On or around the 10th of the month, the contractor shall have a conference call with the WAM to go over the progress made during the previous month. The WAM has selected the 10th of the month to accommodate the Contractor's usual schedule for submitting Monthly Progress Reports. The WAM will send a meeting notice as needed.

Task 3: Heavy-Duty and Nonroad Compression-Ignition Tracking Templates; Development and Updates

Under Contract EP-C-06-003, the Contractor developed Excel templates for HD and NRCI engine manufacturers to submit reports required under several emission compliance programs. As new programs and regulations are developed, new templates or revisions to existing templates are needed. Specifically, the Contractor will:

- Complete the following templates, including incorporating and/or addressing comments submitted by the certification representatives, as forwarded by the WAM:
    - Marine CI - AB&T
    - Marine CI – PLT
    - TPEM templates
        - Tier 4 Notification Letter
        - Equipment Manufacturer Reports
        - Engine Manufacturer Reports
- Continue to develop and/or update templates for any certification or compliance program, as directed by the WAM.

All templates shall continue to be consistent with requirements and specifications provided by the WAM and understanding gained in meetings with EPA staff. These templates shall also be compatible with the Compliance Database. Since the templates will be distributed for engine manufacturers' use, the Contractor shall make sure that all calculations within the template comply with applicable regulations and cannot be modified by the manufacturer. The templates shall also contain an instructions section with enough information to enable EPA staff and engine manufacturers to use them correctly. And, as directed by the WAM, the Contractor shall submit the draft templates to a WAM-approved list of manufacturers and EPA staff for comment. The Contractor shall receive and assist the WAM in addressing comments received and shall update the templates accordingly.

Task 4: Non-Road Spark-Ignition Tracking Templates, Development and Updates

Under this task, the Contractor shall perform for NRSI engines and programs the activities described under Task 3 while keeping track of the level of effort and budget separately.

Task 5: Processing and Analysis of Heavy-duty & Non-Road Compression-Ignition Compliance Reports

Receiving Reports

Currently, engine manufacturers submit reports (using the templates developed by the Contractor or other formats) via mail or email. Email submittals may be sent to EPA staff or to e-mail addresses EPA has designated for compliance submittals, such as plt@epa.gov, abt@epa.gov, in-use@epa.gov, tpem-ci@epa.gov . The Contractor shall continue to monitor these dedicated email accounts and log all reports received through the email accounts or by other means. A separate log shall be kept for each compliance program and industry unless otherwise indicated by the WAM. The WAM will indicate the information to be included in each log.

As the reports come in, the Contractor shall upload them in the Compliance Database.

In the near future, CISD will start using the services of CDX to receive these reports, instead of the email accounts. The Contractor shall work with EPA staff to complete any steps necessary to make this transition. After the transition is made, the Contractor may be asked to continue receiving, uploading and processing reports.

Processing Reports

If directed by the WAM, the Contractor shall review all reports for completeness, track compliance with reporting requirements by all companies and submit to the WAM a list of

companies that have not submitted required reports. Upon request by the WAM, the Contractor shall contact companies to request copies of damaged reports or additional information, as needed. The Contractor may also be asked to assist EPA in contacting manufacturers who have not submitted required reports.

As directed by the WAM, the Contractor shall also review reported data and alert the WAM or designated EPA staff when a report indicates noncompliance with applicable regulations.

Upon receipt of written technical direction issued by the WAM, the Contractor shall generate reports and analyses. Among others, the Contractor will generate the following reports:

- Monthly reports alerting EPA of any noncompliance, such as failed in-use or PLT tests, found in reports received.
- Update the list of manufacturers who are submitting AB&T, PLT and In-use reports and those who are not
- Data items that manufacturers are not submitting in their reports despite requirements in the applicable regulations
- List of common errors or data quality control issues
- Any trends the Contractor may notice during the process of uploading and analyzing information that could be a compliance concern
- A compliance analysis, per industry and model year, for MY 2009 and 2010, on compliance levels, credits accumulated/used, manufacturers who have not submitted reports in the last five years.
- Compare projected production data submitted by manufacturers in the application for certification that may have been used as the basis to claim a small volume exemption for a particular engine family, and the data submitted in the Annual Production Report. This comparison is used to verify if manufacturers are correctly claiming exemptions from PLT and other requirements.
- Reports needed for CISD's Compliance Report, such as a list of manufacturers participating in AB&T per industry, credits accumulated/used/traded; PLT trends, In-use trends, compliance margin for all industries and programs.

EPA may also require other reports. For example, reports on total number of engines tested by manufacturers for a given model year and their mean emissions level for a specific pollutant, etc.

While manufacturer reports are in the care of the Contractor, the Contractor shall make sure that the reports are safely kept, with special emphasis on protecting any Confidential Business Information contained in them.

Task 6: Processing and Analysis of Non-Road Spark-Ignition Compliance Reports

Under this task, the Contractor shall perform for NRSI engines and programs the activities described under Task 5 while keeping track of the level of effort and budget separately.

Task 7: Heavy-Duty and Nonroad Compression-Ignition Compliance Database Development and Maintenance

The Contractor shall continue to develop, refine and test the Compliance Database developed under the previous contract in accordance with requirements and specifications provided by the WAM and understanding gained in meetings with EPA staff.

This year, the Contractor shall finalize the TPEM module, refine and finalize the "Industry Overview" screen, and correct issues pointed out by the WAM. The WAM may also ask the Contractor to demonstrate the database to other EPA officials.

Any updates, additions and changes to the Compliance Database and templates comply with Section 508 of the Rehabilitation Act of 1973 (found at 29 U.S.C. 794d) and compatible with EPA systems and guidance.

If time and budget allows, the WAM may request the development and implementation of tracking and auditing tools for other programs, as the agency deems necessary. Any new tracking tools or modules shall conform to the same standards and design principles use to develop the existing modules:

- Track, by model year and compliance program, whether a manufacturer has submitted its required reports;
- Perform basic searches and calculations on the data by industry or manufacturer, within a model year, and across model years;
- Verify the calculations used by the manufacturer;
- Ensure that data is readily and securely accessible to EPA certification staff (or can report out to EPA certification staff in a secure fashion); and
- Facilitate the generation of basic statistics by program, model year, industry sector and manufacturer.

The Contractor shall implement and maintain the process it develops. No software development is required as a deliverable. The Contractor shall deliver electronic copies of spreadsheets, databases, electronic screens and supporting data for the reports to CISD in a format approved by the WAM.

Task 8: Non-Road Spark-Ignition Compliance Database Development and Maintenance

Under this task, the Contractor shall perform for NRSI engines and programs the activities described under Task 7 while keeping track of the level of effort and budget separately.

Task 9: CI Transition Program for Equipment Manufacturers (TPEM)

The Contractor shall continue to create a system compatible with or part of the Compliance Database to house, organize, search and evaluate data submitted under TPEM.

Under EP-C-06-003, the Contractor logged and organized TPEM submittals received by EPA. Under this work assignment, the Contractor will also assist EPA by tracking compliance, as it does with other programs under Tasks 3 through 8. As directed by the WAM, the Contractor shall perform the following tasks:

- Keep track of participating manufacturers' Letters of Intent;
- Keep track of reports submitted by participating equipment manufacturers;
- Cross reference reports submitted by equipment manufacturers with information submitted by engine manufacturers or other sources to verify compliance with the limits of the program;
- Identify Part 89 TPEM participants;
- Assist EPA, when requested by the WAM, in contacting manufacturers to clarify information or request missing reports;
- Make recommendations on how to better track TPEM new requirements;
- Assist EPA in creating/updating a website with TPEM information;
- Disseminate information about the program and/or answer basic questions from the public and the industry;
- Alert EPA when noncompliance is apparent or suspected, or when a policy issues arise; and
- Any other task EPA deems necessary for the implementation of the program and as directed by the WAM.

Task 10: SI Transition Program for Equipment Manufacturers (TPEM)

Under this task, the Contractor shall perform, for the SI TPEM program, the activities described under Task 9 while keeping track of the level of effort and budget separately.

Task 11: Documentation for Compliance Database, updates

Under Contract EP-C-06-003, the Contractor supplied EPA with documentation related to the structure and inner workings of the Compliance Database sufficient to enable EPA staff to maintain or modify the database without assistance from the Contractor. Under

this task, the Contractor shall update that documentation as needed.

Task 12: Support with FileMaker Pro Databases

Under this task, the Contractor shall provide expert support for DECC and GECC's information technology and outreach needs with regards to FileMaker Pro databases. *Upon receipt of written technical direction issued by the WAM,* ***the Contract shall:***

- *Make changes, corrections, repairs, clarifications and enhancements to both the software and the hardware of DECC's engine certification data base and server.*
- ***Develop templates or modify existing templates in a manner consistent with requirements and specifications provided by the WAM and understanding gained through meetings with EPA staff. Since the templates will be distributed for engine manufacturers' use, the Contractor shall make sure that all calculations within the template, if any, comply with applicable regulations and cannot be modified by users.***
- ***Draft or update instructions on how to complete and submit templates.***
- ***Produce documentation about a FileMaker Pro database and its structure or inner workings in accordance to EPA Data Management Requirements. The WAM will provide further information if/when the need arises.***

The WAM will provide specific guidance on the work to be done each time a request is made to work on a document.

III. PROJECT REPORTING

Monthly Status Report

The Contractor shall provide monthly status reports tracking the progress on each of the tasks under this work assignment.

End of Project Period Status Report

At the end of the project period, the Contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

For accounting purposes, the Contractor shall always keep track and report information

pertaining to HD/NRCI and NRSI separately. This applies to both the Monthly Status Report and the End of Project Period Status Report as well as to any other report the Contractor submits.

IV. DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Date
1	Work Plan	Per contract specifications
2	Work assignment progress report	Monthly
2	Monthly Meetings	Monthly
3 4	HD/NRCI template development and updates NRSI templates development and updates	Ongoing
5 6	HD/NRCI Compliance Reports – processing & analysis NRSI Compliance Reports – processing & analysis	Ongoing
7 8	HD/NRCI database development and maintenance NRSI database development and maintenance	Ongoing
9 10	CI TPEM tracking system SI TPEM tracking system	By December 30, 2011
9 10	Receiving, uploading and reviewing TPEM submittals	Ongoing
11	Database documentation updates	As needed
12	Support with FileMaker Pro databases	As needed

IV. DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WAM & PO

The following applies to all tasks under this effort unless otherwise specified by the WAM during performance of that task.

The Contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The Contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

V. INSPECTION AND ACCEPTANCE CRITERIA

The WAM will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, documents and other deliverables will be performed by the WAM.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: WA-08

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-11-007	02/01/2011 To 12/31/2011	
	Base X Option Period Number	

Contractor: SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW:

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 02/01/2011 To 12/31/2011

Comments:

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (Max 2): ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period: 02/01/2011 To 12/31/2011 — Cost/Fee: — LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: — Cost/Fee: — LOE:

Cumulative Approved: — Cost/Fee: — LOE:

Work Assignment Manager Name: Christine Mikolajczyk	Branch/Mail Code:
(Signature) (Date)	Phone Number: 734-214-4403
	FAX Number:
Project Officer Name: Ann Chiu	Branch/Mail Code:
(Signature) (Date)	Phone Number: 734-214-4544
	FAX Number:
Other Agency Official Name	Branch/Mail Code:
(Signature) (Date)	Phone Number:
	FAX Number:
Contracting Official Name: Camille W. Davis	Branch/Mail Code:
(Signature) (Date)	Phone Number: 513-487-2095
	FAX Number: 513-487-2115

Performance Work Statement

Technical and Analytical Support for the Office of Transportation and Air Quality

I. SCOPE

The purpose of this contract is to provide technical and analytical support to the U.S. Environmental Protection Agency (EPA), Office of Air and Radiation (OAR), Office of Transportation and Air Quality (OTAQ), Compliance and Innovative Strategies Division (CISD) and other divisions within OTAQ. This contract requires the Contractor to perform work in the following task areas:

A - Economic, Environmental, Statistical, Financial, and Evaluative Analysis and Support

B - Technical and Engineering Analysis

C - Communication, Outreach, Guidance, and Regulatory Program Support

D - Web, Computer System, and Database Support and Development

E - Support for Implementation and Compliance Monitoring of Air Pollution Regulations and Programmatic Requirements

The Contractor shall submit all work products in draft for review and approval by appropriate Government personnel in accordance with the terms and conditions of the contract. The Government will make all final determinations and decisions after a critical and close review of the Contractor's work product and basis for the Contractor's recommendations. The Contractor and subcontractor personnel and consultants shall not represent themselves as EPA to outside parties. The Contractor and subcontractor personnel and consultants shall identify themselves as such in any communications with Government and outside parties.

II. BACKGROUND

CISD has the primary responsibility for implementing certification and compliance monitoring programs for mobile source standards and rules promulgated under Title II of the Clean Air Act Amendments of November 15, 1990 (CAAA). These mobile source standards and rules cover both highway and nonroad sources and fuels. The Contractor will be required to perform a wide range of support activities to assist CISD in implementing the requirements of these standards and rules. OTAQ and CISD also pursue voluntary programs to encourage retrofits of existing vehicles and equipment. CISD requires support related to conducting these programs and evaluating their results.

CISD routinely supports other divisions engaged in activities including regulation development and engine/vehicle emission test programs. These activities may require Contractor support. For example, rulemakings that establish or revise fuels and/or emission standards typically require benefit/cost analysis that focuses on the public health, economy, and environment of the United States. The rulemaking process results in substantial public comments that must be summarized and documented. In addition, support and analysis may be necessary for other rulemaking activities related to the development, operation and evaluation of a range of emission or fuels standards and market-based programs related to the control of emissions from mobile sources including, but not limited to, particulate matter (PM), carbon monoxide (CO), carbon dioxide (C02), sulfur dioxide (S02), nitrogen oxides (NOx), and exhaust and evaporative hydrocarbons (HC). Analysis may also be required to support EPA's review of state requirements such as when the State of California proposes its own emission standards and programmatic requirements for mobile emission sources. Further, analysis may also be required to support activities of EPA's Office of Enforcement and Compliance Assurance (OECA) which often works hand-in-hand with CISD when enforcement issues arise in mobile source programs.

CISD is responsible for quantifying and reporting fuel economy results from certain motor vehicles sold in the United States. Contractor support for the

analysis, characterization, estimation and presentation of fuel economy data may be related to those vehicles. Most regulations implemented by CISD involve the payment of a certification fee. CISD requires support in tracking the payment of such fees to ensure that certification does not occur without proper fee payment. Virtually all mobile source rules have some sort of market-based program that allows manufacturers to generate, bank and trade emission credits. CISD requires support in developing and maintaining credit tracking systems and in the actual tracking and evaluation of these credits to ascertain whether manufacturers, in fact, comply with standards and regulations, and to seek out and evaluate trends in compliance with ever-changing standards.

The Contractor is required to perform full life cycle IT development support including systems design, development, installation, operation, administration, and business re-engineering in support of various programs. The Contractor shall also provide support for outreach and communications. Contractor support is intended to provide the Agency with the flexibility to carry out other mandates and future initiatives related to the EPA goals. Technical analysis may also be required for evaluating other future market-based environmental programs.

III. TASK DESCRIPTIONS

A. Economic, Environmental, Statistical, Financial, and Evaluative Analysis and Support The tasks that the Contractor may perform include, but are not limited to:

(a) Fees Tracking

1. Track vehicle and engine certification fees payments using the existing electronic tracking system.
2. Maintain the electronic tracking system.
3. Generate reports, and perform data manipulation and analysis related to fee payments by Industry sector or other appropriate breakdown.
4. Provide periodic (e.g., weekly) statements of fee payments and respond to routine inquiries by EPA to support the certification process.
5. Modify and enhance the current EPA certification fee tracking system to provide greater capabilities to perform such tasks as generating automated receipts for manufacturers, processing lump-sum payments intended to cover multiple engine certification applications, and providing help line support for any fees issues.

(b) Credit Tracking

1. Using the existing electronic credit tracking system, track vehicle and engine emission credits, generate reports, and perform data manipulation and analysis related to vehicle and engine emission credits by industry sector or other appropriate breakdown.
2. Maintain the electronic credit tracking system.
3. Provide routine (e.g. semi-annual) statements of emission credit balances and respond to ad hoc requests for credit balances to support EPA's certification process and compliance monitoring activities.
4. Modify and enhance, as needs arise and as new industries become regulated (or as new regulations take effect for already-regulated industries), EPA's emission credit tracking system for vehicle and engine emission credits.

(c) Data Tracking

EPA regulations require engine manufacturers to submit test data under a variety of compliance programs such as Production-line Testing and In-use Testing. Manufacturers are also required to submit production data and at the end of the model year. The Contractor may be asked to:

1. Receive, upload and track vehicle and engine production, production-line testing, and in-use testing reports, using the existing electronic tracking systems.
2. Generate reports, and perform data manipulation and analysis by industry sector or other appropriate breakdown.
3. Provide periodic statements or reports of vehicle and engine production, emission levels, and compliance levels, among other criteria.
4. Respond to routine inquiries by EPA to support the certification and compliance activities.
5. Modify and enhance, as needs arise, EPA's data tracking system for compliance data.
6. Develop, implement and maintain new tracking systems for data generated under EPA regulations or other data received by EPA from states, regions, refiners, manufacturers, trade associations, or other entities.

7. Maintain existing tracking systems.
8. Perform analysis of data and other materials to assist EPA in evaluating whether industries or individual companies comply with statutory, regulatory or programmatic requirements.
9. Perform trends analysis and reporting and determine past emission benefits and trends for regulated industries. Such analysis will calculate, and project as appropriate, the environmental benefits of CISD and other Divisions' activities relative to prescribed baselines and identify which areas have the most potential for future environmental benefits.

(d) Survey & Statistical Analysis

1. Develop and conduct written and oral surveys in compliance with program requirements, as detailed in the EPA Survey Management Handbook (http://www.epa.gov/oamcinc1/0711333/handbook.pdf). This includes the development of the survey plan, design and testing of questionnaires, collection and analysis of the results, and reporting on the findings.
2. Provide support for the preparation of Information Collection Requests (ICR) as applicable for survey tasks.
3. Perform statistical analysis on large emissions monitoring or other environmental monitoring databases for regulatory development, evaluation, compliance, and quality assurance. This may require designing sampling procedures, screening, determining applicable statistical techniques, and applying descriptive and inferential statistical analysis, including parametric and non-parametric tests, regression, correlation, and times series analysis, and other multivariant methods. Results may require development and presentation in hard copy format, in software files (e.g., PDF, spreadsheet, XML files, database), and in interactive computer displays or web sites.

(e) Program Performance Analysis

To accomplish this task, the Contractor shall possess the ability to run and conduct analyses using the outputs of general equilibrium models, bottom-up technology models, and macro-economic models. The Contractor should have national and international economic models available for use. The Contractor shall:

1. Perform studies and prepare reports on domestic and international voluntary emission reduction programs including possible case studies and comparisons of programs and their impacts.
2. Perform cost-effectiveness analysis, economic analysis, statistical analysis, and regulatory flexibility analysis on emission trading issues.
3. Analyze economic and environmental impacts of inter-pollutant trading scenarios, including case studies, and economic and scientific analysis.
4. Assess implications of potential government policies on the regulated community.
5. Assess the performance of the Diesel Retrofit Program and other voluntary pollution control programs such as the SmartWay program and make recommendations for overall program implementation, streamlining, and improvements.
6. Perform economic analysis using economic models such as general equilibrium models, bottom-up technology models, and macro-economic models. The Contractor shall possess the ability to run and conduct national and international analysis using the outputs of these models.
7. In addition to the analysis of the economic impacts of environmental policies, the Contractor shall develop, update and model parameters using econometric techniques.
8. The Contractor shall also modify modeling code to incorporate new features, perform quick turn-around modeling exercises, develop spreadsheets to enhance model functionality, and develop or periodically re-calibrate model baselines.
9. Perform cost-benefit or co-benefit analysis including the' quantification and evaluation of benefits using techniques such as contingent valuation, cost-of-illness, risk analysis, estimating dose-response and concentration-response functions. Cost/benefit analysis may also include incidental benefits, such as incidental pollutant removals. Such analysis may be necessary for existing programs as well as for scenarios involving potential future emissions reductions of air pollutants such as NOx, PM, S02, HC and their byproducts.

(f) Information Collection Burden Analysis

The Paperwork Reduction Act stipulates that every federal agency must obtain approval from the Office of Management and Budget (OMB) before collecting the same or similar information from 10 or more members of the public and/or regulated community. An Information Collection Request (ICR) describes the information to be collected, gives the reason the information is needed, and estimates the time and cost the public must spend to answer the request. EPA's Office of Environmental Information (OEI) manages information collections for the Agency.

The Contractor shall provide support for the preparation of ICRs:

1. Track ICR expirations and alert EPA to upcoming expirations.
2. Conduct research needed to complete supporting statements and burden estimates.
3. Track public comments and coordinate responses.
4. Assist with the drafting of Federal Register notices and ICRs.
5. Maintain ICR-related public dockets.
6. Assess and synthesize technical information pertinent to evaluation and benefit studies of regulatory and voluntary programs.

(g) Modeling

1. Perform atmospheric, environmental and ecological modeling and provide analysis of data including the development of graphical or other pictorial (e.g. maps) materials.
2. Analysis may also involve the development of various projections and forecasts of emissions for use in modeling.
3. Input data for modeling deposition shall be calculated or acquired.
4. Perform qualitative and quantitative analysis of China, India or U.S. cross-border pollutant transport issues.
5. Evaluate impacts of different sets of emission and fuel standards on these issues.
6. Evaluate and quantify the potential of energy efficient technologies to reduce emissions, fuel use, and environmental impacts.
7. Assess costs and benefits of such technologies and their impact on industries and markets.
8. Compare attributes of different technologies.

B. Technical and Engineering Analysis

The Contractor shall perform the following technical and engineering analysis:

1. Technical reviews of certification and permit applications, alternative emission limitations, compliance plans, and record keeping and reporting requirements to aid in determining compliance with applicable regulations.
2. Technical reviews of retrofit technology information submitted to aid in determining whether particular retrofit technologies meet prescribed requirements for program verification.
3. Reviews of monitoring plans, quality assurance tests, emissions data technical documentation and other relevant data submitted to the Agency to assist in assessing compliance with applicable regulations or requirements.
4. Examine technical and scientific literature regarding existing technologies that impact the production of pollutants such as NOx, S02, HC, CO, air toxics and particulate matter, and C02.
5. Evaluate appropriate emission control or reduction technologies and possible future innovations.
6. Assess the impacts of the Clean Air Act Amendments of 1990 on availability, costs, and performance of energy savings and pollution prevention technologies.
7. Review emerging technological, regulatory, and marketing innovations related to energy efficiency, alternative fuels and renewable energy technologies.
8. Perform engineering and costing studies and analyze performance test data on the emission reductions that can be achieved on various pollutants, such as HC, CO, S02, NOx, C02 and particulate matter in support of the air program.
9. Prepare and implement written, automated, and multimedia training tools for electronic and field audit training activities.
10. Perform selected field audits or provide technical data in support of EPA Headquarters and EPA/State regional field offices.
11. Determine the impact of new and revised program rules on existing program activities and associated computerized data systems.
12. Develop strategies and techniques for evaluating emission trends and the emission impacts of air emission regulations and programs.
13. Evaluate trends in the use and costs of emission control technologies and their impact on source emissions and aggregate emissions.
14. Support EPA in assessing emission reductions of regulatory and voluntary programs and whether emission reductions anticipated by the regulations or by voluntary programs are achieved.

C. Communication, Outreach, Guidance, and Regulatory Program Support

Communication, outreach, guidance, and regulatory program support may be required for mobile source programs as well as other market-based

environmental programs. The Contractor shall provide communications support, including web development, for outreach and guidance to the affected community in the implementation of existing and new programs and regulations. These
programs may need communication assistance with both technical and general implementation issues. In addition, support will be needed for outreach to audiences outside the regulated industry, including the general public. Support will also be needed communicating within DTAQ and its Divisions.

1. Provide support in the development of communication plans, including a communications strategy to improve understanding among stakeholders and the general public of air emission programs, their applicability, requirements and results.
2. Establish communication and information-transfer networks to disseminate information such as the operation of an established hotline, clearinghouse, dockets or Intranet that could provide technical support services.
3. Identify and recruit potential partners for voluntary programs. Prepare materials to use in presentations for recruiting new partners, establish contacts and relationships with partners, address their programmatic concerns, respond to questions and conduct liaison as necessary to obtain their partnership.
4. Create web pages, fact sheets, and other materials necessary to keep partners (and the regulated community in the case of mandatory programs) apprised of programmatic requirements, progress and changes.
5. Conduct liaison as needed with partners to help keep them active, involved and in compliance with programmatic requirements.
6. Develop training and presentation and outreach materials, program requirements and associated tools for Agency staff, the regulated community, State agencies, environmental groups, and other critical public parties.
7. Plan and conduct workshops for affected industries, trade associations and State agencies on topics such as meeting program requirements, and how to use computer systems for reporting compliance data.
8. Attend and report on public hearings, advisory meetings, manufacturer and vendor meetings, and workshops related to program implementation.
9. Provide support functions for meetings, conferences, hearings and seminars and workshops with EPA Regions, States, tribes, other countries, the regulated community, and other interested groups. For example, the Contractor may secure facilities; assemble program materials; take and issue notes; develop presentations; supply, set-up, and run audio/video equipment; demonstrate software applications; conduct registration; copy and distribute handouts; and prepare the presentation materials and answers to questions asked during the events for posting on EPA websites.
10. Design and prepare program information materials including fact sheets, brochures, booklets, progress reports, and guidance documents (written, audio-visual, and electronic materials).
11. Prepare draft presentations and reports including graphics.
12. Provide graphic, editorial and report drafting support for technical documents. Such support shall include technical writing and communication of technical, scientific, and engineering information.
13. Develop record keeping processes or systems to manage the receipt of large volumes of electronic and hard copy material such as certification applications, emission testing submissions, and forms, and to process them quickly and efficiently.
14. Consolidate, organize, summarize, and research answers to public comments received on rulemakings.
15. Develop, categorize, and organize materials for rulemaking dockets, EPA documents, investigations or litigation.
16. Collect, organize and catalog data in support of Freedom of Information Act requests and federal enforcement actions.
17. Design, develop, and implement web-based systems. These systems shall provide access for the sharing of emission data, fuel economy data and other public data generated or gathered by EPA to industries, state agencies, and the public.

D. Web, Computer System, and Database Support and Development

This task area includes development and re-engineering of information systems, databases, geographic information systems (GIS), and models to analyze particular regulations, policies, issues, or for routine program implementation activities. Some of these systems will need to be publicly accessible in a web environment and a large, high volume internal database will be required to support most systems. Specifically, the Contractor shall:

1. Analyze management and functional requirements specified by EPA and develop detailed technical requirements which lead to system design and development.
2. Perform detailed analysis of information processing requirements related to organizational mission objectives and functional activities.
3. Design required system modules, and develop detailed specifications including defining data sources and format, systems module interfaces, data flow through the system, information processing steps, data generating, and output reporting.
4. Refine design specifications applicable to individual system modules and include information related to hardware/software physical characteristics, database and data file structures, schema, record layouts, data linkages, data integration techniques and data

processing specifications.

5. Develop computer applications using an approved procedural or non-procedural programming language and perform rigorous testing of developed applications and systems. Applications that will need to be coded include complex quality assurance checking and data submission tools, graphical web-based database interfaces, and web-based transaction processors and form entry screens.
6. Provide system and application documentation and training for application users, system administrators, and other interested personnel.
7. Provide technical writing and text editing necessary to document the system design and functional capabilities.
8. Perform database and system administration in both server and client environments. Administration includes making database updates, tuning database and system, troubleshooting problems, and performing back-ups of the data contained on servers.
9. Provide operating system support such as UNIX, Microsoft, etc. Provide installation, configuration, and maintenance of applications running on these operating systems, including Oracle, FileMaker Pro, and other EPA approved operating systems and software.
10. Monitor the functioning of the tracking and information systems, identify problems, recommend solutions, and develop proposals for continually improving system performance. This may require periodically surveying system users and keeping constantly abreast of the latest developments in database software and technology.
11. Provide hot-line support during business hours to assist users with system, database, and web needs including installing and running developed applications.
12. Provide support for installing hardware, software, and loading necessary applications on a server.
13. Provide technical recommendations for system architecture infrastructure issues.
14. Define requirements, develop, document, set-up and initiate the use of Internet and Intranet systems within OTAQ. Conduct necessary training, installation of application modules, loading of documents or data on the system, maintain, modify, and enhance applications to meet changing needs.
15. Develop applications according to EPA standards and guidelines. Coordinate with EPA computer personnel and Research Triangle Park (RTP) central computer groups for system and application testing and implementation.
16. Coordinate with other EPA Contractors for development, administration, and maintenance tasks when needed.
17. Provide general web support, including design and creation of new HTML/web pages, maps, graphics, and written text. Manipulate and format data for web pages.
18. Comply with EPA policies for information resources management as required under Section C clause EPAAR 1552.211-79. Compliance standards may be found at http://www.section508.gov.

E. Support for Implementation and Compliance Monitoring of Air Pollution Regulations and Programmatic Requirements

OTAQ, and particularly CISD, is responsible for implementing and monitoring the compliance of all mobile source emission regulations. Most regulations involve compliance with numeric standards for vehicles, engines and fuels. Others involve such diverse requirements as distributing service literature, honoring mandated emission warranty requirements, submitting descriptions of vehicle and engine defects, and conducting voluntary emission recalls.

The Contractor shall:

1. Support EPA's efforts to assess compliance with a wide range of air regulations and programmatic requirements. Develop audit plans and methodologies. Analyze and compile emission test and other data. Conduct statistical evaluations of emission data and other data.
2. Provide support and advice on statistical techniques that can be applied to data to help evaluate compliance or to help target vehicles or engines for additional scrutiny.
3. Conduct or coordinate research, experiments, demonstrations, surveys, and studies into compliance with regulations or requirements.
4. Develop quality assurance and quality control procedures for emissions data.
5. Provide support for investigations or litigation such as preparing dockets, cataloging documents, organizing and compiling responses to interrogatories, preparing summaries of data, preparing exhibits, and conducting literature searches.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-09

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-11-007	02/01/2011 To 12/31/2011 Base X Option Period Number	Peer Review of CCM

Contractor	Specify Section and paragraph of Contract SOW
SYSTEMS RESEARCH AND APPLICATIONS CORPORATION	Section A (e) (4) & (g) (7) and Section B (7)

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 07/25/2011 To 12/31/2011

Comments:

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (Max 2): ☐

Line	OCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period: 02/01/2011 To 12/31/2011 — Cost/Fee: — LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: — Cost/Fee: — LOE:

Cumulative Approved: — Cost/Fee: — LOE:

Work Assignment Manager Name Kent Helmer (Signature) (Date)	Branch/Mail Code: Phone Number 734-214-4825 FAX Number: 734-214-4821
Project Officer Name Ann Chiu (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4544 FAX Number:
Other Agency Official Name (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name Camille W. Davis (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2115

Work Assignment WA0-09
STATEMENT OF WORK

June 29, 2011

Title:	Peer Review of EPA's Consumer Vehicle Choice Model
Contractor, Contract Number:	SRA, Contract EP-C-11-007
Work Assignment Number:	WA 0-09
Work Assignment Manager (WAM):	Kent Helmer, ASD-S89 2000 Traverwood Drive, Ann Arbor, MI 48105 Phone: 734-214-4825 Fax: 734-214-4821 Email: helmer.kent@epa.gov
Alternate Work Assignment Manager: (Alt. WAM)	Gloria Helfand, ASD-S83 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4688 Fax: 734-214-4821 Email: helmer.kent@epa.gov
Project Officer (PO):	Ann Chiu 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4544 Fax: 734-214-4869 Email: chiu.ann@epa.gov
Contracting Officer:	Camille Davis USEPA Facilities 26 West Martin Luther King Drive Mail Code: NWD Cincinnati, OH 45268 Phone: 513-487-2095 Fax: 513-487-2107 Email: davis.camille@epa.gov

Work Assignment WA0-09 June 29, 2011
STATEMENT OF WORK

I. BACKGROUND

On-highway vehicles being the predominant source of greenhouse gas (GHG) emissions (CO_2, principally, and hydrocarbon emissions from vehicle air conditioners), the subset of light-duty passenger cars and trucks produce the majority of these emissions. As EPA's Office of Transportation and Air Quality (OTAQ) explores policy options to reduce CO_2 and other GHG emissions from light-duty vehicles (LDVs) in the U.S., there is a need to be able to evaluate the costs and benefits of any such policies. Broadly speaking, the primary cost of such a policy is the cost of adding technology to the vehicles while a major benefit of GHG emission control, aside from the environmental benefits of reducing greenhouse gas emissions, is the value of reduced fuel consumption in these same vehicles. Not well understood in the assessment of LDV policy options is the response of consumers to changes in vehicle construction and operation that result from regulations which mandate lower GHG and other vehicle emissions.

One way to help address questions about the consumer response to different GHG emissions policy options is the use of consumer vehicle choice models. These models, while still not widely used in regulatory policy, can provide insights into how consumers will change their vehicle purchase patterns in response to, for example, a required increase in fuel economy across the LDV fleet in the U.S. Also, the consumer choice models can be used to estimate how consumer surplus, a welfare measure of the societal gains or losses from a policy, will be influenced.

EPA-OTAQ has recently sponsored the development of a consumer vehicle choice model by the Oak Ridge National Laboratory (ORNL). The final product, EPA's proposed vehicle choice model, is a nested logit (NL) model capable of estimating consumer surplus impacts and the vehicle sales mix effects of greenhouse gas (GHG) emission standards for light-duty vehicles.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections A(e)(4) and (g)(7) and Section B (7) of the contract's statement of work.

III. SCOPE AND OBJECTIVES

EPA's peer review guidelines specify that all highly significant scientific and technical work products undergo independent peer review per specific agency protocols. To assure the highest quality science in its predictive assessments, EPA will conduct an independent peer review of its recently developed consumer choice model. By so doing, EPA seeks to assure future modelers that model operation is conducted in a rigorous, appropriate and defensible way. Further, a peer review will address whether appropriate conclusions and implications can be drawn from model predictions.

The Contractor shall be familiar with the provisions of the Peer Review Handbook to ensure that EPA's peer review guidelines are met. These guidelines, EPA's Science Policy Council Peer Review Handbook, 3rd Edition , can be found at http://www.epa.gov/peerreview/ . Further, OMB's Information Quality Bulletin for Peer Review and Preamble (found in the EPA's Peer Review Handbook, Appendix B) contains provisions for the conduct of peer reviews across federal agencies and may serve as an overview of EPA's peer review process and principles.

IV. TASKS

The contractor shall identify a group of three independent subject matter experts and facilitate each member's review and comment on EPA's consumer choice model. Further, the contractor shall manage the peer review process to ensure that peer reviewers have sufficient time to complete their reviews of the analysis by deadlines set forth in the deliverables schedule below. As part of this process, the Contractor shall arrange a teleconference between those peer reviewers it has identified in Task 3 below and EPA's technical representatives so that EPA may provide technical and/or background information on the model. Any future questions that a member of the group of peer reviewers may have shall be directed back through the contractor for resolution with EPA's Work Assignment Manager (WAM).

Task 1: Prepare Work Plan

The contractor shall prepare a work plan in accordance with the terms and conditions of contract clauses entitled "Work Assignments", and "Preparation and Submission of Work Plans." It shall include an estimate of hours broken down by task and skill level and a detailed cost estimate. The contractor shall identify whether any potential conflict of interest exists for any part of this work assignment.

Task 2: Work Assignment Progress Reports

The monthly status report shall summarize the progress made on each of the tasks under this work assignment during the reporting month, any technical issues encountered, solutions to issues (proposed or attempted) and projected activity in the following month. The report should include such information as: hours spent on each task, contact information, task start date and deadlines, deliverables, accomplishments, work-on-hold status and whether the project is on schedule. Further, the reports shall track percent of hours used in each task.

The contractor shall deliver written monthly progress updates with invoices in conjunction with the tasks described in this PSW. These status reports shall be provided in accordance with F.2 Monthly Progress Reports Deviation (JUN 1996) (EPAAR 1552.211-72). At the end of the project period, the contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

Task 3: Reviewer Selection and Facilitation of Peer Review

The Contractor shall select the three subject matter experts to conduct the requested reviews of EPA's consumer choice model. Each of the peer reviewers must be independent. EPA defines an "independent peer reviewer" as an expert who was not associated with the generation of the specific work product either directly by substantial contribution to its development or indirectly by significant consultation during the development of the specific product. The independent peer reviewer, thus, is expected to be objective. (For further information, see Sections 1.2.6 and 1.2.7 of EPA's Peer Review Handbook). In selecting reviewers, the Contractor shall avoid those with actual or apparent conflict(s)-of-interest that would preclude an independent review. Sections 3.4.5 and 3.4.6 of the Handbook can be referenced for avoidance of conflict(s) of interest. The Contractor shall assume, for the purpose of estimating costs, that the documentation to review shall consist of the model, in electronic format, and approximately 40 pages of descriptive material and sample input. It is anticipated that each peer reviewer will spend approximately 25 hours in analysis of the model and in writing comments.

For this peer review, subject matter experts should have a general familiarity with economic valuation, discrete choice models and the use of these models for valuation, with a preference for expertise in the use of these models for predicting automobile purchases.

A list of subject matter experts from academia and industry (see Appendix "A", following) is included in this Performance Work Statement (PWS) as a suggested starting point from which to identify the three reviewers who will participate in the peer review. The list shall not limit the contractor in the identification of potential reviewers but should serve as a reference for potential reviewers. The contractor shall contact subject matter experts and determine whether each is able to perform work during the period of performance. To make the review process as credible as possible, the contractor shall not consult the WAM in the final determination of reviewers.

Within ten days of receipt of approval of its Work Plan, the Contractor shall provide the WAM with a memorandum identifying the review panel members, their affiliations and copies of their résumés and a target review start date for each member of the model review panel. At this point, EPA will provide the contractor with the software and the documentation necessary for each subject matter expert to review the operation of EPA's vehicle choice model. The WAM will forward to the contractor for distribution to each reviewer the model on electronic media and a document both summarizing and detailing the operation of the model. The contractor shall provide a letter to each peer reviewer that describes the charge, or directives, for their critical review of EPA's consumer choice model. EPA will provide the contractor with the review elements (see Appendix "B", following) to be included in the charge letter to each reviewer of EPA's model.

Shortly after the distribution of the above documents to each of the peer reviewers, the Contractor shall arrange a teleconference between the reviewers and EPA technical staff to permit EPA to respond to questions from individual reviewers on the material that was provided for review. EPA staff will provide additional technical and/or background material, if requested. Except for peer reviewers who are employees of the Federal government, the contractor shall provide compensation to each peer reviewer for their services.

From each reviewer, the contractor shall obtain a written report that includes the response to the charge questions and any additional comments the reviewer may have had, e.g., margin notes on review materials. Comments should be provided in an enclosure to a cover letter that clearly states the reviewer's name, the name and address of the reviewer's organization if applicable, which model review documents/media were received by the reviewer and which were actually reviewed and a statement of any real or perceived conflict(s) of interest. The contractor shall forward these documents on to the WAM in electronic format as they are received, preferably in Microsoft Word or another word processing software, by prior agreement. Further, the contractor shall attempt to collect all copies of review materials provided to reviewers and shall forward both documents and electronic media that may be recovered on to the WAM with the

peer review documentation.

It is not necessary that the peer reviewers jointly reach consensus on their findings and recommendations, since there may be limited overlap in the peer reviewers' areas of expertise and the charge questions on which they choose to focus.

The contractor shall provide EPA with a technical memorandum/report detailing the means by which reviewers were chosen, the manner in which the review process was administered, and how the peer review was brought to a close. This document is in addition to copies of the reviewers' peer review reports and other documentation as detailed above. The contractor shall provide the memorandum in Microsoft Word, as described above.

Task 4: Deliverables

4.1 Bi-Weekly Reports

The contractor shall arrange for a 15-to-30 minute teleconference report with the WAM twice monthly. The goal of this report is to identify as early as possible if costs in hours or dollars are exceeding that which had been budgeted for the program by EPA and scheduled by the contractor and summarizes progress made to date.

The oral report shall indicate progress achieved in the preceding two weeks, technical issues encountered, solutions to issues (proposed or attempted) and projected activity in the following two weeks. This report shall include any potential issues or circumstances that arise causing any delays in the review process. The contractor shall also summarize hours and dollars expended on the tasks as detailed in the performance work statement (PWS). The WAM or his designated alternate shall participate in these telephone conferences.

4.2 Draft and Final Technical Report

The contractor shall develop a draft and a final version of the technical memorandum/report which details the work completed in Tasks 1 through 3, including any issues encountered. The contractor shall prepare an introduction with a clear and concise overview of the comments made by the panel. The draft final report shall be delivered to EPA within four weeks of identifying the three subject matter experts for the requested model review.

The contractor shall provide EPA with the final technical report, incorporating EPA comments, within one week of receiving comments on its draft copy. One hard copy of the report shall be submitted, with the final report in the agreed-upon electronic format. If the report is sent in .pdf format, a copy in Microsoft Word (*.doc or .docx) format shall be included.

4.3 Distribution and Format of Deliverables

The WAM will review deliverables for technical content, completeness and grammar. Final acceptance of all reports and other deliverables will be performed by the WAM.

All deliverables, including status reports between the contractor and the Government, shall be delivered as follows:

- The contractor shall submit a cover letter with each deliverable, unless otherwise noted, which includes, at a minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WAM.
- One copy in .pdf electronic format to the WAM & PO
- One copy in .doc or .docx electronic format to the WAM & PO

4.4 Deliverables Schedule and Milestones

The contractor shall complete deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Date
1	Work Plan	IAW clauses
2	Work assignment progress report	Monthly/final
3	Convene Review Panel	
	Select review panel members	July 28, 2011
	Provide charge letter/draft model documentation	July 29, 2011
	Tele-conference with review panel, WAM and other EPA staff	Aug 4, 2011
3	Document Completed Review Process	
	Contractor receives completed reviews	Aug 11, 2011
	Contractor submits draft final report to EPA	Aug 22, 2011
	Contractor submits final report to EPA	Sept 23, 2011

Appendix A

List of Possible Subject Matter Experts/Reviewers (not comprehensive)

The Contractor may use the following list of subject matter experts in consumer vehicle choice modeling as a "starting point" from which to assemble their list of peer reviewers of EPA's report on the value of additional fuel economy:

Kenneth Train 415-291-1023	Kenneth.Train@NERA.com NERA Consulting and University of California at Berkeley
Christopher Knittel 617-324-0015	crknittel@ucdavis.edu Sloan School of Management, Massachusetts Institute of Technology
Pinelopi Goldberg (203) 432-3547	penny.goldberg@yale.edu Yale University
Hunt Allcott 617-324-1860	allcott@mit.edu New York University and MIT Department of Economics
Mark Jacobsen 858-822-7767	m3jacobsen@ucsd.edu Department of Economics, University of California, San Diego
Jacob Gramlich 202-687-4791	jpg72@georgetown.edu McDonough School of Business, Georgetown University
Meghan Busse 847-467-3362	m-busse@kellogg.northwestern.edu Northwestern University
Walter McManus 734-615-6743	watsmcm@umich.edu University of Michigan Transportation Research Institute
Trudy Cameron 541-346-1242	cameron@uoregon.edu University of Oregon

Work Assignment WA0-09 June 29, 2011
STATEMENT OF WORK

Appendix B

Elements to be Addressed in the Charge to the Reviewers of ORNL's Consumer Choice Model

EPA-OTAQ has recently sponsored the development of a consumer choice model by the Oak Ridge National Laboratory (ORNL). The specification by OTAQ to ORNL for consumer choice model development was:

> "ORNL shall develop a Nested Multinomial Logit (NMNL) or other appropriate model capable of estimating the consumer surplus impacts and the sales mix effects of greenhouse gas (GHG) emission standards. The model will use output from the EPA's Optimization Model for reducing Emissions of Greenhouse gases from Automobiles (OMEGA), including changes in retail price equivalents, changes in fuel economy, and changes in emissions, to estimate these impacts. ...The model will accept approximately 60 vehicle types, with the flexibility to function with fewer or more vehicle types, and will use a 15 year planning horizon, matching the OMEGA parameters. It will be calibrated to baseline sales projection data provided by the EPA and will include a buy/no-buy option to simulate the possibility that consumers will choose to keep their old vehicle or to buy a used vehicle."

Most consumer choice models use discrete-choice methods to estimate consumers' vehicle purchases and are, by far, the most common methodology used to mathematically model light-duty passenger vehicle demand, based on both consumer and vehicle characteristics.

Baltas and Doyle (2000) succinctly summarize the methodology of discrete choice models, also referred to as random utility (RU) models. "In RU models, preferences for such discrete alternatives are determined by the realization of latent indices of attractiveness, called product utilities. Utility maximization is the objective of the decision process and leads to observed choice in the sense that the consumer chooses the alternative for which the utility is maximal. Individual preferences depend on characteristics of the alternatives and the tastes of the consumer....The analyst cannot observe all the factors affecting preferences and the latter are treated as random variables".[1]

Since the early applications of random utility models in the 1970s,[2] formulations of RU models have proliferated. Baltas and Doyle (2000) identified fourteen different methods which they grouped into three fundamentally different approaches depending on the nature of the random utility:

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1. Baltas, G. and P. Doyle, 2001. "Random utility models in marketing research: a survey", *Journal of Business Research*, vol. 51, pp. 115-125.

2. McFadden, D., 1973. "Conditional logit analysis of qualtitative choice behavior", pp. 105-142 in P. Zarembka, ed., *Frontiers in Econometrics*, Academic Press, New York

- Unobserved product heterogeneity
- Taste Variation (consumer heterogeneity)
- Choice Set Heterogeneity

Nearly all applications of random utility models to automobile choice fall into the first two groups because the availability of different types of automobiles is rarely a significant issue. Randomness in the simple multinomial logit model derives primarily from unobserved attributes. Its error term may also include unobserved variations in taste but the representation of these variations is limited and simplistic. The same applies to Nested Multinomial Logit Models (NMNL) although their ability to represent randomness in unobserved attributes and tastes is much more complex. In these models, heterogeneity in consumers' preferences is commonly represented by explicit functional relationships between product attributes and consumer characteristics. Mixed Logit models allow variations in consumers' preferences to be represented by random coefficients, whose distributions can be inferred either from survey or market shares data.

The model is contained in the enclosed computer program and described in the report documenting the model. The report details the structure, key modeling assumptions and data inputs that are utilized in developing this modeling approach to vehicle consumer choice. No independent data analysis will be required for this review.

Specifically, EPA is seeking the reviewers' expert opinions on the data, concepts, and methodologies upon which the model relies, whether or not the model will execute the analysis correctly and the suitability of the model for analyzing the effects of regulatory programs on consumer vehicle choices. Toward this end, we ask that each subject matter expert review and comment on the following items:

1) in general, the overall approach to the specified modeling purpose and the particular methodology chosen to achieve that purpose;
2) the appropriateness of the model parameters and other inputs;
3) the types of information that can be inputs to the model;
4) the types of information that the model produces;
5) the accuracy and appropriateness of the model's conceptual algorithms and equations;
6) the congruence between the conceptual methodologies and the program execution;
7) clarity, completeness and accuracy of the calculations made by the model;
8) assessment of the accuracy of the model results and appropriateness of conclusions to be drawn from the model; and
9) any caveats about the use of the model for regulatory analysis.

In their comments, reviewers should distinguish between recommendations for clearly defined

improvements that can be readily made based on data or literature reasonably available to EPA and improvements that are more exploratory or dependent on information not readily available to EPA. Any comment should be sufficiently clear and detailed to allow a thorough understanding by EPA or other parties familiar with the model. EPA requests that the reviewers not release the peer review materials or their comments to anyone else until the Agency makes its report and supporting documentation public.

If a reviewer has questions about what is required in order to complete this review or needs additional background material, please direct the reviewer to contact [SRA project manager]. If a reviewer has a question about the EPA peer review process itself, please have the reviewer contact Ms. Ruth Schenk in EPA's Quality Office, National Vehicle and Fuel Emissions Laboratory by phone (734-214-4017) or through e-mail (schenk.ruth@epa.gov).

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-10

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-11-007	02/01/2011 To 12/31/2011	4 Peer Reviews for Tier 3 Rule
	Base X Option Period Number	

Contractor: SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW: Section A (e) (4) & (g) (7) and Section B (7)

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 10/01/2011 To 12/31/2011

Comments:
Four peer reviews covering two fuels analyses (EPAct and Fuel Sulfur Effects), one HighEVAP report and one evap emissions model (DELTA).

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (Max 2): ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Mex 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Contract Period:	Cost/Fee:	LOE:
	02/01/2011 To 12/31/2011		
This Action:			
Total:			

Work Plan / Cost Estimate Approvals

Contractor WP Dated:	Cost/Fee:	LOE:
Cumulative Approved:	Cost/Fee:	LOE:

Work Assignment Manager Name: Kent Helmer (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4825 FAX Number: 734-214-4821
Project Officer Name: Ann Chiu (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4544 FAX Number:
Other Agency Official Name (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Renita Tyus (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2094 FAX Number: 513-487-2109

Contract Number **EP-C-11-007** Oct 7, 2011
Work Assignment **WA0-10** STATEMENT OF WORK **ver.3**

Title:	Four Peer Reviews in Support of EPA's Tier 3 Inventory Process
Contractor:	Systems Research and Applications Corporation
Work Assignment Manager (WAM):	Kent Helmer, ASD-S89 2000 Traverwood Drive, Ann Arbor, MI 48105 Phone: 734-214-4825 Fax: 734-214-4821 Email: helmer.kent@epa.gov
Alternate Work Assignment Manager: (Alt. WAM)	Constance Hart, ASD-S35 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4340 Fax: 734-214-4821 Email: hart.connie@epa.gov
Project Officer (PO):	Ann Chiu, CISD-N01 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4544 Fax: 734-214-4869 Email: chiu.ann@epa.gov
Contracting Officer:	Renita Tyus USEPA Facilities 26 West Martin Luther King Drive Mail Code: NWD Cincinnati, OH 45268 Phone: 513-487-2094 Fax: 513-487-2107 Email: tyus.renita@epa.gov

I. BACKGROUND

EPA's proposed "Tier 3" rule is part of a comprehensive approach to address the impacts of motor vehicles on air quality and public health. Over 125 million Americans experience

unhealthy levels of air pollution. Motor vehicle exhaust is a particularly important source of exposure to pollutants with more than 50 million people who live, work, or go to school in close proximity to high-traffic roadways. The standards soon to be proposed would reduce levels of multiple air pollutants (ambient levels of ozone, particulate matter (PM), nitrogen dioxide (NO_2) and mobile source air toxics (MSATs)) across the country. As part of the systemic approach of this program, EPA is also considering the future fuels on which vehicles will be operating. Any Tier 3 standards should also help mitigate the adverse air quality impacts associated with these fuels.

EPA's Office of Transportation and Air Quality (OTAQ) is tasked with setting out policy options to reduce ozone, PM, NO_2 and MSAT emissions from light-duty vehicles (LDVs) in the US. As new policy options are brought forward, there is a need to be able to evaluate the soundness and utility of any such policies. Programs like those described in the three reports/analyses, included here for peer review, document the result of various inquiries into the nature of fuel and vehicle emission interactions.

Likewise, models may be used to help address questions which may be too large to study directly but may yield to approximations from smaller sets of real data. These models can provide insights into how drivers will change their vehicle operating patterns in response to, for example, a required increase in fuel economy across the LDV fleet. EPA-OTAQ has recently completed development on its DELTA (Diurnal Emissions Leaving To Atmosphere) evaporative emissions model. The final product is a set of algorithms capable of estimating the impact of the LDV fleet evaporative emissions within EPA's MOVES model.

All three reports/analyses, and the DELTA model, are to be treated as confidential information and the materials are to stay within the knowledge of the contractor, peer reviewers and EPA.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections A(e)(4) and A(g)(7) and B(7) of the contract's statement of work.

III. SCOPE AND OBJECTIVES

A comprehensive peer review by third party experts is an important step for validation of the results of these studies, and how the studies/model may be used in predicting the effect of any new fuel or vehicle emission standards on air quality.

EPA's peer review guidelines specify that all highly significant scientific and technical work

products shall undergo independent peer review per specific agency protocols. To assure the use of the highest quality science in its predictive assessments, the contractor will conduct an independent peer review of each of these products. By so doing, EPA seeks to assure its stakeholders that each analysis/study has been conducted in a rigorous, appropriate and defensible way. Further, a peer review will address whether appropriate conclusions and implications can be drawn from both study and model predictions.

The contractor shall identify a group of independent subject matter experts and facilitate each member's review and comment on the DELTA model and each of the analyses/reports referenced in Appendix B. In most cases, the reviewers shall have one or more areas of expertise in order to assure a robust peer review.

The Contractor shall be familiar with the provisions of the Peer Review Handbook to ensure that EPA's peer review guidelines are met. These guidelines, EPA's Science Policy Council Peer Review Handbook, 3rd Edition , can be found at http://www.epa.gov/peerreview/ . Further, OMB's Information Quality Bulletin for Peer Review and Preamble (found in the EPA's Peer Review Handbook, Appendix B) contains provisions for the conduct of peer reviews across federal agencies and may serve as an overview of EPA's peer review process and principles.

IV. TASKS

The contractor shall identify a group of three independent subject matter experts and facilitate each member's review and comment on one of the four products described in the suggested charge elements, Appendix B, below. Further, the contractor shall manage the peer review process to ensure that each peer reviewer has sufficient time to complete their review of the analysis or model by deadlines set forth in the deliverables schedule below. As part of this process, the Contractor shall arrange a teleconference between those peer reviewers it has identified in Task 2 below and EPA's technical representatives so that EPA may provide technical and/or background information on the appropriate study or model. Any future questions that a member of the group of peer reviewers may have shall be directed back through the contractor for resolution with EPA's Work Assignment Manager (WAM).

A description of the work to be performed by the contractor in this Statement of Work follows.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: WA011

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-11-007	02/01/2011 To 12/31/2011	DERA Report to Congress - 2
	Base X Option Period Number	

Contractor: SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW:

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 06/30/2011 To 10/31/2011

Comments:
Technical support to develop and complete the required 2nd DERA Report to Congress

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (Max 2): ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Contract Period:	Cost/Fee:	LOE:
	02/01/2011 To 12/31/2011		
This Action:			
Total:			

Work Plan / Cost Estimate Approvals

Contractor WP Dated:	Cost/Fee:	LOE:
Cumulative Approved:	Cost/Fee:	LOE:

Work Assignment Manager Name: Sally Newstead (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4474 FAX Number: 734-214-4053
Project Officer Name: Ann Chiu (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4544 FAX Number:
Other Agency Official Name (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Camille W. Davis (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2115

National Clean Diesel Program: Second DERA Report to Congress

ESTIMATED LEVEL OF EFFORT 327 Person hours

PURPOSE

Under this Statement of Work, the contactor will assist EPA in generating the second Report to Congress as required by the Energy Policy Act (2005) Diesel Emission Reduction provisions (DERA) program known as the National Clean Diesel Campaign (NCDC). This report will be a follow-up to the FY2008 Report to Congress, and will provide funding information, results and statistical data for FY2009/FY2010 as required by Congress. EPA requires the technical support of a contractor to assist in writing, editing, creating illustrative graphics, developing document layout and format, and to provide final, print ready files.

The primary audiences are Congressional staff, state/local government, the public health community and environmental groups, industry and other key stakeholders. It will be necessary for the contractor to have the knowledge and a full understanding of the DERA program, project and its stakeholders.

BACKGROUND

Reducing emissions from diesel engines is one of the most important air quality challenges facing the country. Even with EPA's more stringent heavy-duty highway and nonroad engine standards set to take effect over the next decade, millions of diesel engines already in use will continue to emit large amounts of nitrogen oxides, particulate matter and air toxics, which contribute to serious public health problems. These emissions are linked to thousands of premature deaths, hundreds of thousands of asthma attacks, millions of lost work days, and numerous other health impacts every year.

For fiscal year 2008, Congress appropriated funds for the first time under the Energy Policy Act (2005) to help reduce harmful emissions from heavy-duty diesel engines. As a condition of the appropriation, EPA is required to submit a written Report to Congress detailing process and results. The first Report to Congress was completed with contractor support from Eastern Research Group and was submitted to Congress in August of 2009.

This appropriation provided for continued funding in FY2009/FY2010, and through the NCDC, EPA continued to award grants to assist its eligible partners in building diesel emission reduction programs across the country that improve air quality and public health. As a condition of the appropriation, EPA is again required to submit a written Report to Congress detailing process and results. This second report must be printed and delivered to Congress in late October of 2011.

STATEMENT OF WORK

Under this Statement of Work, the contractor shall provide support to the EPA to create and develop the second Report to Congress. EPA shall provide an outline of information and a preliminary rough draft of text that may be contained in the report.

The contractor shall further enhance the draft text suggesting additional language and text edits as necessary. The Contractor shall assist EPA to develop a colorful and visually appealing document, with attention to the "look and feel" for the document, utilizing graphics and illustrative analysis of the effectiveness of FY09 DERA grants and projects. This may include but not be limited to, maps, pie charts, bar graphs, etc. The document will compliment and support the information provided in the FY08 report to Congress.

The document will be accompanied by a web-ready version of the report.
All products shall be reviewed and approved by EPA WAM. Final graphic files will be provided to EPA. The final products will be approved by the EPA and the required file formats shall be ready to be sent to the Government Printing Office.

REPORTING REQUIREMENTS

The contractor shall prepare their technical approach within two weeks of receipt of a Work Assignment signed by the Contracting Officer. The technical approach shall outline, describe and include the resources, a timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The Work Assignment Manager (WAM), shall review the technical approach. Official revisions, if necessary, shall be given to the Contracting Officer. The contractor shall make revisions to their technical approach, incorporating the Contracting Officer's comments, if necessary.

Final Report:
The contractor shall prepare and submit a final product in both hard copy and electronic versions in required agency formats. Printing of the media material is not a part of this work assignment and shall be handled through the Government Printing Office at EPA expense. Camera ready files of all materials shall be provided by the contractor for this purpose. The contractor shall also furnish electronic versions of all maps, pie charts, bar graphs, and photos that are created for and contained in the document. The contractor shall also furnish the completed print form describing fonts, colors, etc,

All electronic files shall be in EPA standard electronic format.

The contractor may not accept technical direction from anyone other than either the WAM, PO, or the Contracting Officer on the work assignment. Any technical direction or "guidance" provided to the contractor, if issued orally, must be confirmed in writing within 2 days of its issuance. Technical Direction will be within the scope of the SOW and the existing Contract Agreement under which it is written. The contractor shall notify the WAM when 75 percent of the funds and/or hours for this work have been expended.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: WA011

☐ Other ☒ Amendment Number: 000001

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-11-007	02/01/2011 To 12/31/2011	
	Base X Option Period Number	

Contractor: SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW:

Purpose:
- ☐ Work Assignment
- ☒ Work Assignment Amendment
- ☐ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 06/30/2011 To 12/31/2011

Comments:
Only extend the WA end date to 12/31/2011. No cost changes.

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
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5										

Authorized Work Assignment Ceiling

	Cost/Fee:	LOE:
Contract Period: 02/01/2011 To 12/31/2011		
This Action:		
Total:		

Work Plan / Cost Estimate Approvals

	Cost/Fee:	LOE:
Contractor WP Dated:		
Cumulative Approved:		

Work Assignment Manager Name: Sally Newstead (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4474 FAX Number: 734-214-4053
Project Officer Name: Ann Chiu (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4544 FAX Number:
Other Agency Official Name (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Renita Tyus (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2094 FAX Number: 513-487-2109

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-12

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-11-007	02/01/2011 To 12/31/2011	Assist GHG Report Comments
	Base X Option Period Number	

Contractor: SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW: D & E

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 07/15/2011 To 12/31/2011

Comments:

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To raport additional accounting and appropriations data use EPA Form 1900-69A.

SFO (*Max 2*) ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Contract Period:	Cost/Fee:	LOE:
	02/01/2011 To 12/31/2011		
This Action:			
Total:			

Work Plan / Cost Estimate Approvals

Contractor WP Dated:	Cost/Fee:	LOE:
Cumulative Approved:	Cost/Fee:	LOE:

Work Assignment Manager Name: Ann Chiu (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4544 FAX Number:
Project Officer Name: Ann Chiu (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4544 FAX Number:
Other Agency Official Name (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Camille W. Davis (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2115

STATEMENT OF WORK

Title: Assist GHG Report Comments

Contractor and Contract Number: System Research and Applications Co., Contract EP-C-11-007

Work Assignment Number: 0-12

Work Assignment Manager (WAM):
Ann Chiu
2000 Traverwood Drive
Ann Arbor, MI 48105
Phone: 734-214-4544
Fax: 734-214-4869
Email:

Project Officer (PO):
Ann Chiu
2000 Traverwood Drive
Ann Arbor, MI 48105
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Email: chiu.ann@epa.gov

Contracting Officer:
Camille Davis
USEPA Facilities
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati, OH 45268
Phone: 513-487-2095
Fax: 513-487-2107
Email: davis.camille@epa.gov

I. BACKGROUND

The Office of Transportation and Air Quality (OTAQ) is working to improve air quality by providing stakeholders with the most accurate technical information possible to make informed policy decisions. Vehicle simulation software has been used to evaluate Greenhouse Gas (GHG) emissions considering applicable baseline and advanced conventional and hybrid drivetrain technologies for several different vehicle types. The results of these simulations have been summarized in a final report and data visualization tool.

To further insure the integrity of the GHG projections, OTAQ has contracted with a peer review committee to review and comment on the results and final report of this study. This Statement Of Work (SOW) defines the Contractor required to enable the EPA and original study contractor to

respond to the peer review comments by modifying the study final report as needed.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections D and E of the contract's statement of work.

III TASKS

All work shall be performed under the general technical direction of the Work Assignment Manager (WAM). The development work will be done with an integrated team that will include EPA, the Contractor staff and possibly other EPA Contractors. Background information and required data will be provided by the EPA staff. The Contractor shall notify the WAM in writing immediately of any issues requiring EPA management decisions. The WAM will issue all technical direction in writing by using fax, EPA email, transmittal letters, or by signing acceptance of the Contractor prepared minutes of meetings or teleconferences. The Contractor shall not accept technical direction unless it is in writing from the WAM or other designated EPA staff. All delivered material will be reviewed by the WAM and other designated staff. The Contractor and the WAM shall agree on the turnaround time both for the review by EPA and revisions by the Contractor to accommodate the review. The Contractor shall factor in these times in all proposed schedules. The Contractor shall comply with applicable agency standards, policies and guidelines during the performance of this task. *All database development tools including database management systems, file management systems, and commercial software applications must be compatible with the EPA's central and OTAQ's local production environment.*

Security requirements for this project will be determined by the EPA WAM. Reference contract section H.16 regarding the treatment of confidential business information (EPAAR 1552.235.71) (April 1984) and H.18 regarding access to confidential business information (EPAAR 1552.235-80) (Oct. 2000). If confidential information is accessed, the Contractor will protect from unauthorized disclosure all confidential information handled in the performance of this project in accordance with EPA policy and procedures relating to confidential information. The Contractor will maintain security and confidentiality of all EPA data, software, and code.

The Contractor and subContractor working on this WA must sign the EPA confidentiality agreement. EPA will limit all access to confidential information on a need-to-know basis. EPA defines all Agency information as sensitive. The Contractor must ensure that all Agency information is safeguarded during the performance of this project in accordance with EPA information security policy and procedures. The Contractor will notify the WAM of any employee who has left the project. This notification is necessary so that the WAM can cancel the employee's access to all data sets related to this project. Failure to do so may be regarded as a breach of EPA security if the WAM is not notified by the last day of employee's service.

Task 1 – Prepare Work Plan and Monthly Financial Report

The Contractor shall prepare a workplan which is to include the work to be done, a timeframe and cost for the work and related expenses.

The Contractor shall prepare a financial report monthly on time, cost, labor, project status, and subcontract spending if any.

Task 2 – Work Assignment Progress Report and Project Management

The Contractor shall provide weekly status reports. The weekly status report should track the

progress on each of the tasks under this work assignment. The report should include information such as: task and subtask names, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, work on hold status, ODC, and subcontract spending if any. The EPA WAM and PO will notify the contractor in writing on any changes on the report format. The Contractor shall deliver the report including the subcontractor spending report, if any.

The Contractor and EPA shall conduct weekly project review meetings to discuss work done to date and clarify ongoing and final deliverables. The Contractor shall provide meeting notes and status report for the discussions.

The Contractor shall participate in project status meetings for review of project activities and progress. The Contractor shall provide meeting notes within 2 business days.

Task 3 – Organization of Peer Review Comments
The EPA shall provide the contractor list of peer review comments for which to respond. The Contractor shall organize the comments into logical groups for response as to minimize the number of final report sections that will need to be added or require modification. Results of this task shall be presented to EPA in a format agreed upon in discussion with EPA.

Task 4 – Proposed Approach to Peer Review Comments
The Contractor shall present a logical approach for response to each logical peer review comment group created in Task 3. This approach shall include a proposed final report modification and proposed response to the peer review question. Results of this task shall be presented to EPA in a format agreed upon in discussion with EPA.

Task 5 – Response to Peer Review Comments
The Contractor shall modify the final report to support the peer review comments as outlined in the various approached agreed to in Task 4. EPA will separately develop sections of the final report and peer review comment responses relating to the EPA's technical portion of the original study. The contractor shall review all additional work performed by EPA before inclusion into the revised final report.

Task 6 – Delivery of Final Report
The Contractor shall compile all work from tasks 3 through 5 into the revised final report and comment responses for EPA review.

IV PROJECT REPORTING

Monthly Status Report
The Contractor shall provide monthly status reports in accordance with Monthly Progress Reports Deviation. The monthly status reports shall track the progress on each of the tasks under this work assignment.

End of Project Period Status Report
At the end of the project period, the contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

V DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Date
1	Work assignment management meetings	Weekly
3	Weekly meeting notes	Weekly
3	Deliver prioritized comments	7/20/2011
4	Logical approach for comment responses	7/22/2011
5	Draft response to all comments (draft final report)	8/22/2011
6	Final report	8/26/2011

VI DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WAM and PO

The following applies to all tasks under this effort unless otherwise specified by the WAM during the performance of that task.

The Contractor shall deliver all draft and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via electronic mail.

The Contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum: the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

Inspection and Acceptance Criteria
The WAM will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WAM.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-13

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-11-007	02/01/2011 To 12/31/2011	I/M Program Data, Cost and Des
	Base X Option Period Number	

Contractor: SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW: All sections of the SOW (A, B, C, D, E)

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 08/01/2011 To 12/31/2011

Comments:

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

SFO (Max 2): ☐

Note: To report additional accounting and appropriations date use EPA Form 1900-69A

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:	Cost/Fee:	LOE:
02/01/2011 To 12/31/2011		
This Action:		
Total:		

Work Plan / Cost Estimate Approvals

	Cost/Fee:	LOE:
Contractor WP Dated:		
Cumulative Approved:		

Work Assignment Manager Name: Patty Klavon (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4476 FAX Number:
Project Officer Name: Ann Chiu (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4544 FAX Number:
Other Agency Official Name (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Camille W. Davis (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2115

STATEMENT OF WORK

Title:	I/M Program Data, Cost and Design Information
Contractor and Contract Number:	System Research and Applications Co., Contract EP-C-11-007
Work Assignment Number:	**0-13**
Work Assignment Manager (WAM):	Patty Klavon 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4476 Fax: 734-214-4052 Email: klavon.patty@epa.gov
Alternate WAM:	Astrid Larsen 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4812 Fax: 734-214-4052 Email: larsen.astrid@epa.gov
Project Officer (PO):	Ann Chiu 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4544 Fax: 734-214-4869 Email: chiu.ann@epa.gov
Contracting Officer:	Camille Davis USEPA Facilities 26 West Martin Luther King Drive Mail Code: NWD Cincinnati, OH 45268 Phone: 513-487-2095 Fax: 513-487-2107 Email: davis.camille@epa.gov

I. BACKGROUND

This work assignment will collect current information on Inspections and Maintenance (I/M) programs throughout the country. This information continues to be in high demand from policy makers and will be essential if EPA strengthens the national ambient air quality standard for ground-level ozone and new I/M areas are required. The data that needs to be assembled include basic information on the specific geographic areas that are currently doing I/M (down to the county and/or partial county level), the coverage and types of testing done in these programs, and key contacts in the managing agencies. This work will also update data on the cost of inspections in I/M programs to assess the national cost and the range of costs of inspection, as well as average repair costs for a range of geographic regions. Additional data will be collected and analyzed on the number of vehicles tested, number of vehicles that fail, the nature of failures, retest information and the number of initially failed vehicles with no known final outcome.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in every section of the contract's statement of work.

III. OBJECTIVE

The primary objective of this work assignment is to gather, compile and analyze current information about existing I/M programs across the country to provide air agencies and other policy makers in existing and potentially new I/M areas with current information on I/M programs so as to support program design and implementation.

To achieve this objective, this work assignment requires the following tasks:

Task 1: Work Plan and Quality Assurance Project Plan Preparation

The contractor shall prepare a work plan and a quality assurance project plan in accordance with the terms and conditions of the contract clauses on work assignments.

Task 2: Project Management

The contractor shall deliver monthly WA status reports which shall track the progress on each of the tasks/deliverables. The report shall include the information such as task and subtask names, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, and work on hold status. PO and WAM will notify the contractor in writing regarding any changes to the report format.

Task 3: Collect, compile and analyze data on existing I/M Programs

The contractor shall gather, organize and succinctly portray current information on existing I/M programs throughout the United States. The starting point for this effort will be the 2011 I/M Jurisdiction Report (I/M Solutions), attached. There are gaps and omissions in the information in this report, so the information to collect includes:

1. Geographic coverage of I/M program: the urban areas with population of 50,000 or more, the counties covered by the program, and partial counties, if any, covered. If partial counties are included in the program, a description of the areas covered shall be assembled.
2. I/M Testing Characteristics: the model years covered by each specific I/M program, the vehicle types, the tests applied to each model year and vehicle type, the standards used in the

test, any exemptions of classes of vehicles (e.g., for electric vehicles), the waiver provisions (including minimum expenditure to satisfy waiver requirements), the OBD monitor readiness requirements and other such data for each specific I/M program.

3. Program Management Contacts: the names, addresses, phone numbers, and email addresses of the government agencies and the key contacts (e.g., program managers) overseeing the I/M program (including both the air agency and the I/M operations agency, if different) and of any contractors to the program and the web address for the program.
4. Contract Information: if the state or local area contracts for I/M related services, information on the contracts, what they cover, with whom the program contracts, the contract expiration date, and provisions for extension of the contract. If publicly available, the contractor shall acquire copies of the RFP and the contract, preferably in Portable Document Format (PDF).
5. Regulations and Legislation: copies of current regulations and legislation supporting the specific I/M program, also preferably as PDF files.
6. Operating Information: operating data on the I/M program for the 2009-2010 test cycle (2010 data for annual programs and both years for biennial programs), including the number of vehicles initially tested and the number and percentage of those initially tested vehicles failing for one or more tests (by vehicle type and model year; this applies to all of the following); the number and percentages of vehicles failing the various tests conducted (by test type); the cost of initial tests, retests, and any other fees motorists might have to pay; the total revenue collected; the number and percentage of vehicles that received waivers; the number and percentage of vehicles that were exempted from testing for any reason (e.g., military vehicle registered in the area but not present in the area); the number and percentage of vehicles that failed an initial test but did not achieve a final passing test or a waiver (i.e., disappearing vehicles). If readily available, information on the cost of repairs conducted in response to a failure. Finally, any reports, studies, analyses or reviews conducted by or about the program shall be gathered.

Task 4: Data Organization and Presentation

The contractor shall work with the OBD Clearinghouse to organize and present the information gathered from Task One on the OBD Clearinghouse website in the most useful and accessible fashion. The contractor shall also provide this information to EPA in electronic format and recommend ways to incorporate the information into EPA's website

Task 5: Data Analysis and Projections

The contractor shall analyze the testing and cost information gathered in Task One and provide an accounting of the national totals of vehicles tested, vehicles failed for each test type, the total costs of testing, the totals of vehicles waived, exempted and disappearing (all by model year and vehicle type). The contractor shall also project the fleet mix in existing and potentially new I/M areas in 2016, 2018, and 2020; a national default fleet mix shall be projected for these years as well. The purpose of this data is to support the analyses in Task Five and to show the split between OBD equipped vehicles and pre-1996 vehicles that will be operating in these future years.

Task 6: Continuous Testing Credit Development

The contractor shall develop a new set of emission rates for MOVES that will allow modeling of continuous I/M benefits (as opposed to annual or biennial benefits). The continuous I/M emission rates shall be derived by taking the difference between annual and biennial I/M emission rates and further reducing annual emission rates by that difference. The contractor shall prepare an input file that can be used by states in addition to the annual and biennial credit sets. Guidance shall be

developed on how to employ the continuous I/M credit sets on a partial basis (e.g., if 80% of the fleet participates in the continuous program, how does a state go about modeling the split).

IV. PROJECT REPORTING

Monthly Status Report

The contractor shall provide monthly status reports in accordance with Monthly Progress Reports Deviation. The monthly status reports shall track the progress on each of the tasks under this work assignment.

End of Project Period Status Report

At the end of the project period, the contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

V. DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Date
1, 2	1. Quality assurance project plan 2. Work assignment management meetings	Within 3 weeks of work assignment award Weekly
3	1. Data compilation submitted electronically to EPA in standalone written product designed to run on standard Windows-based computer using commonly used software (e.g., Microsoft Word). 2. Debrief teleconference call in which contractor will provide a review of the information gathered in Task One, discuss any issues or problems in gathering complete information if applicable and discuss next steps for presenting the information gathered.	Within 4 weeks of initiating the work assignment
4	1. Work with the OBD Clearinghouse to organize and present information gathered from Task One on the OBD Clearinghouse. 2. Provide EPA with suggestions for incorporating the data gathered under Task One on EPA's website.	Within 3 weeks of completion of Task 3
5	Electronic delivery of analyses and projections to EPA in appropriate format (e.g., Microsoft Excel and/or Word	Within 4 weeks of completion of Task 3
6	Spreadsheet file showing emissions rates for MOVES that allow modeling of continuous I/M benefits with embedded detailed instructions for how to employ the continuous I/M credit sets on a partial basis.	Within 4 weeks of completion of Task 4

VI. DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WAM and PO

The following applies to all tasks under this effort unless otherwise specified by the WAM during the performance of that task.

The contractor shall deliver all draft and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum: the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

Inspection and Acceptance Criteria
The WAM will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WAM.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-13

☐ Other ☒ Amendment Number: 000001

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-11-007	02/01/2011 To 12/31/2011	
	Base X Option Period Number	

Contractor: SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW:

Purpose:
- ☐ Work Assignment
- ☒ Work Assignment Amendment
- ☐ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 08/01/2011 To 12/31/2011

Comments:
Stop work for this WA.

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (Max 2): ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Contract Period:	Cost/Fee:	LOE:
	02/01/2011 To 12/31/2011		
This Action:			
Total:			

Work Plan / Cost Estimate Approvals

Contractor WP Dated:		Cost/Fee:	LOE:
Cumulative Approved:		Cost/Fee:	LOE:

Work Assignment Manager Name: Patty Klavon (Signature) (Date)		Branch/Mail Code: Phone Number: 734-214-4476 FAX Number:
Project Officer Name: Ann Chiu (Signature) (Date)		Branch/Mail Code: Phone Number: 734-214-4544 FAX Number:
Other Agency Official Name (Signature) (Date)		Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Renita Tyus (Signature) (Date)		Branch/Mail Code: Phone Number: 513-487-2094 FAX Number: 513-487-2109

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-15

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-11-007	02/01/2011 To 12/31/2011	Green Racing Communication
	Base X Option Period Number	

Contractor: SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW:

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 02/01/2011 To 12/31/2011

Comments:
SRA WA 0-15 - The contractor will continue the Green Racing outreach plan initiatives with emphasis on creating public awareness of alternative fuels and technologies which were begun last year (2010). This work assignment will include developing promotional materials and enhancements to the green racing website, mobile applications, etc.

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (Max 2): ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period: 02/01/2011 To 12/31/2011 — Cost/Fee: — LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: — Cost/Fee: — LOE:

Cumulative Approved: — Cost/Fee: — LOE:

Work Assignment Manager Name: Christine Mikolajczyk	Branch/Mail Code:
(Signature) (Date)	Phone Number: 734-214-4403
	FAX Number:
Project Officer Name: Ann Chiu	Branch/Mail Code:
(Signature) (Date)	Phone Number: 734-214-4544
	FAX Number:
Other Agency Official Name	Branch/Mail Code:
(Signature) (Date)	Phone Number:
	FAX Number:
Contracting Official Name: Camille W. Davis	Branch/Mail Code:
(Signature) (Date)	Phone Number: 513-487-2095
	FAX Number: 513-487-2115

EP-C-11-007, Work Assignment 0-15

STATEMENT OF WORK

Title:	**Green Racing Communications and Outreach**
Contractor & Contract Number:	**SRA International**
Work Assignment Number:	**0-15**
Work Assignment Manager (WAM):	Christine Mikolajczyk USEPA, CISD 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4403 Fax: 734-214-4053 Email: mikolajczyk.christine@epa.gov
Alternate WAM:	Arvon Mitcham USEPA, CISD 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4522 Email: mitcham.arvon@epa.gov
Project Manager (PO)):	Ann Chiu USEPA, CISD 2000 Traverwood Drive Ann Arbor, MI 48105 Phone: 734-214-4544 Fax: 734-214-4869 Email: chiu.ann@epa.gov
Contracting Officer (CO):	Camille Davis USEPA Facilities 26 West Martin Luther King Drive Mail Code: NWD Cincinnati, OH 45268 Phone: 513-487-2095 Fax: 513-487-2107 Email: davis.camille@epa.gov
Period of Performance:	Initiation to December 31, 2011

I. BACKGROUND

The Environmental Protection Agency (EPA), the Department of Energy (DOE) and SAE International have entered into a voluntary partnership to promote green racing. The impetus behind Green Racing originated within the EPA, and subsequently developed into a joint effort that includes Argonne National Laboratories along with the DOE, vehicle original equipment manufacturers, automotive suppliers, motor sports sanctioning bodies, motor sports associations, and racing vehicle developers.

The goal of the green racing initiative is to use motor sport competition to help rapidly develop cleaner, more fuel efficient vehicle propulsion technology and systems that will eventually be used in consumer vehicles. This in turn will foster new technology development for reduced greenhouse gases, reduced exhaust pollutants, and increased fuel economy.

The first product of the green racing partnership was a set of protocols that can be adapted to many racing series. The protocols promote the development of energy efficient technologies, the reduction of greenhouse gases and auto emissions and also encourage the use of renewable fuels and regenerative energy powertrains (hybrids). As part of the racing series, the three organizations provide national awards and recognition to the auto companies that build race cars that go the farthest and the fastest with the smallest environmental footprint and the lowest petroleum consumption. The American Le Mans Series (ALMS) is the first racing series to incorporate the green racing Challenge elements identified in the green racing protocols. The ALMS conducts nine road races per year throughout the United States and Canada featuring four classes of sports cars in each. At the end of the ALMS Petit Le Mans race EPA, DOE, and SAE will present two Green Challenge awards. One of the awards will go to the Green Challenge Championship winner of the Prototype class, and one of the awards will go to the Green Challenge Championship winner of the GT class.

Historically, there has been a strong correlation between the racing industry and the development of innovative vehicle technology which transfers to production vehicles. Typically, the racing industry promotes the development of rapid vehicle technology that competitors need to keep winning which typically results in innovations in vehicle safety, durability, performance, tire technology, etc. The speed at which technology development occurs in racing is usually much faster than in normal manufacturer product development. Racing also provides the ideal proving ground to assure that technological improvements will be durable under the most demanding conditions thereby facilitating the transfer of this technology to production vehicles.

Last year, EPA developed a communications/outreach strategy which included the development and production of flash-based interact press kits for 2010 and 2011 as well as various interviews and a Green Racing display. CISD also developed, coordinated, and displayed at the first Green Expo at the last race in Atlanta. In addition, CISD provided support to DOE for the production of the Green racing Simulator. The simulator, targeting students as well as the general public, is a hands-on video tool which simulates a hybrid race car on the track resulting in a green score at the end of the race.

The purpose of this work assignment is to continue and compliment last year's outreach plan initiatives and activities with an emphasis on creating a public awareness of alternative fuels and technologies. Many of these technologies are introduced thru the Green racing program and are, or will be available in production vehicles. This work assignment includes developing promotional materials with an educational focus. These materials will attract the public to the Green Racing Simulator and Green Racing booth in general. Materials may include such items as roll-up banners and/or posters which would include information on alternative fuels and technologies, a revision of the Green Racing Brochure, enhancements to the Green racing web site such as integrating the Press Kit into the web, mobile applications, etc. EPA's initiatives will involve coordination with DOE and ALMS, as well as other stakeholders.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in sections A, B, C, D and E of the Contractor's statement of work.

II. TASKS

Task 1: Prepare Work Plan
The Contractor shall prepare a work plan in accordance with the terms and conditions of contract clauses B.2. entitled "Work Assignments".

Task 2: Work Assignment Progress Report
The Contractor shall deliver monthly status reports which will track the progress on each of the tasks under this work assignment. The report shall include information such as: task and subtasks names, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, and any work on hold status. The PO and WAM will notify the contractor in writing of any changes to the report format.

The contractor shall meet with the WAM and other stakeholders or project team members weekly or bi-weekly as necessary to report the project progress as well as to discuss any issues.

Task 3: Revision of Green Racing Communications and Outreach Plan

The Contractor shall revise the 2010 Green Racing Communication and Outreach Plan for 2011 to include this year's initiative so that this plan may continue to be used as a template for future racing events. The plan shall include such components as target audiences, key messages, distribution channels, and incorporate public information, media communications, event opportunities, stakeholder coordination, educational initiatives, etc. The contractor shall work

with the WAM stakeholders as necessary, to revise the plan; deliver a draft plan for review; and obtain WAM approval for and deliver the final plan.

Task 4: Development of Green Racings Public, Media, and Stakeholder Materials

The Contractor shall work with the WAM to design and develop various information displays and public outreach materials including technical roll-up banners and posters, a brochure, video clips, etc. The Contractor may also be required to provide other expertise such as event planning support, providing presentation materials for conferences, developing press packages releases and media opportunities, educational initiatives, web site enhancement, etc.

Task 5: Racing Event Follow-Up

The Contractor will provide post-event support which may include follow-up and/or debrief meetings with the WAM, EPA, and other stakeholders. The Contractor shall provide a follow-up report with recommendations for future events.

IV. DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the approved work plan as noted below:

Task	Milestone/Deliverable	Date
All	Kick-off/Coordination meeting with WAM and other EPA staff and Stakeholders	Meet with EPA within one week of work plan approval and bi-weekly (or as necessary) thereafter to discuss status & additional tasks.
1	Work Plan	IAW clauses B.2 and B.3
2	Work assignment progress report	Bi-weekly
3	Prepare draft Communications & Outreach Plan Prepare final Communications & Outreach Plan	Prepare draft within one week of technical direction from WAM; incorporate comments and produce final version within two weeks of receipt of comments.
4	Draft a design plan for portable roll-up display banner and posters, Develop and deliver event displays and posters	Within 2 weeks of final plan. 2 weeks prior to racing event.
5	Event follow-up and recommendations for	Participate in event follow-up.

	future events.	meeting. Prepare report within 2 weeks of follow-up meeting with attendees.
	Work Assignment Report & Completion Date	December 31, 2011

V. DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and Government shall be delivered as follows:

- One copy in electronic format to the WAM and Project Officer

The following applies to all tasks under this effort unless otherwise specified by the WAM during performance of that task.

The Contractor shall deliver all draft and final reports, briefing materials, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc., as appropriate) via a delivery service or electronic mail.

The Contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

Inspection and Acceptance Criteria
The WAM will review deliverables for technical content, completeness, and grammar. Final review and acceptance of all reports, and other deliverables will be performed by the WAM.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-16

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-11-007	02/01/2011 To 12/31/2011	Peer Review of using an Existi
	Base X Option Period Number	

Contractor: SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW: A

Purpose:
- ☒ Work Assignment
- ☐ Work Assignment Amendment
- ☐ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performence: From 02/01/2011 To 12/31/2011

Comments:

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

SFO (Max 2): ☐

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period: 02/01/2011 To 12/31/2011 — Cost/Fee: — LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: — Cost/Fee: — LOE:

Cumulative Approved: — Cost/Fee: — LOE:

Work Assignment Manager Name: Cheryl Caffrey (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4849 FAX Number:
Project Officer Name: Ann Chiu (Signature) (Date)	Branch/Mail Code: Phone Number: 734-214-4544 FAX Number:
Other Agency Official Name (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Camille W. Davis (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2115

STATEMENT OF WORK

Title: Peer Review of "Demonstrating the Safety and Crashworthiness of a 2020 Model-Year, Mass-Reduced Crossover Vehicle"

Contractor and Contract Number:
System Research and Applications Co.,
Contract EP-C-11-007

Work Assignment Number:
0-16

Work Assignment Manager (WAM):
Cheryl Caffrey
2000 Traverwood Drive
Ann Arbor, MI 48105
Phone: 734-214-4544
Fax: 734-214-4869
Email: caffrey.cheryl@epa.gov

Alternate WAM:
Brian Nelson
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Phone: 734-214-4278
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Email: nelson.brian@epa.gov

Project Officer (PO):
Ann Chiu
2000 Traverwood Drive
Ann Arbor, MI 48105
Phone: 734-214-4544
Fax: 734-214-4869
Email: chiu.ann@epa.gov

Contracting Officer:
Camille Davis
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Mail Code: NWD
Cincinnati, OH 45268
Phone: 513-487-2095
Fax: 513-487-2107
Email: davis.camille@epa.gov

I. BACKGROUND

As EPA's Office of Transportation and Air Quality develops its programs to reduce greenhouse gas (GHG) emissions from light-duty highway vehicles, there is a need to evaluate the safety of lightweighted automotive designs as well as the methods and costs of proposed technologies to achieve this design. Lotus Engineering published a report in 2010 titled "An Assessment of mass Reduction Opportunities for a 2017-2020 Model Year Vehicle Program". This report presented two lightweight designs of a 2009 Toyota Venza – one called "Low Development" (20% mass reduction) and the second called "High Development" (40% mass reduction). The current Lotus report, "Demonstrating the Safety and Crashworthiness of a 2020 Model-Year, Mass Reduced Crossover Vehicle", further develops the initial concepts proposed in the high development design (40% mass reduction) on the Body-in-White (BIW) to demonstrate it meets Federal Motor Vehicle Safety Standards (FMVSS) for Light-Duty Vehicles', reevaluates the High Development design, materials, methods and related costs including material, assembly and manufacturing. CAE models (using LS-Dyna) are developed on the body in white (BIW) and are used to evaluate the designs under several safety crash simulations. The CAE model must be exercised in similar crash simulations to be validated. The design portion of the project consists of implementing best practices of BIW design including incorporated and extrapolating trends in the industry for material, joining and design. The cost part of the project is a bottom-up approach, based on the specific BIW and accounting for details of every cost factor.

A comprehensive peer review is an important step for validation and improvement of the report and CAE model by third party experts. We ask that reviewers be chosen from a variety of fields and that they are chosen such that all of the technical aspects of this report are professionally reviewed.

The contractor shall identify a group of four to five independent subject matter experts or groups and facilitate each member's review and comment on the updated Lotus Engineering report ". The peer review shall be conducted as specified under guidelines in the EPA's Science Policy Council Peer Review Handbook, 3rd Edition (Handbook). These guidelines can be found at http://www.epa.gov/peerreview/ . Further, OMB's Information Quality Bulletin for Peer Review and Preamble (found in the EPA's Peer Review Handbook, Appendix B) contains provisions for the conduct of peer reviews across federal agencies and may serve as an overview of EPA's peer review process and principles.

The report and model are to be treated as confidential information and materials are to stay within the knowledge of the contractor, peer reviewers and EPA.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in section A of the contract's statement of work.

III TASKS

This work assignment is intended to support EPA by conducting an independent peer review of the mass safety study by Lotus Engineering. A number of reviewers, likely four to five, will be chosen to review the report. The contractor shall be familiar with the provisions of EPA's Peer Review Handbook to ensure that the peer review guidelines are met. Further, the contractor shall manage the peer review process to ensure that each peer reviewer or group has sufficient time to complete their review of the mass reduction design and costing methodologies and supporting documentation such as the CAE model and that each reviewer can adhere to the timetable for reviewing

completion. It is critical to EPA's regulatory schedule that the Final Report be received by EPA in accordance with the date set forth in the schedule of deliverables outlined below.

The contractor will choose the reviewers, distribute charge letters, receive comments and summarize the comments in a draft and final report to EPA. The selected independent reviewers should review the Lotus Engineering draft report, and some the CAE model, and provide a detailed evaluation. As part of the process, the contractor shall arrange a teleconference between those peer reviewers it has identified in Task 1 below, EPA and its technical representatives to provide the reviewers with any additional background information on the mass reduction report and methodology. Future questions that a member of the group of peer reviewers may have shall be directed back through the contractor for resolution with EPA's Contracting Officer's Technical Representative or COTR. Any answer, and the question to which it refers, shall in turn be shared with the full group of reviewers.

It is imperative that the comments be organized in a clear manner and the proposal of the use of a tabular format is included in the description below.

A description of the work to be performed by the contractor in each task specified in this Performance Work Statement (PWS) follows.

Task 1: Work Plan Preparation
The contractor shall prepare a work plan in accordance with the terms and conditions of the contract clauses on work assignments.

Task 2: Reviewer Selection
Under this task the contractor shall develop a list of candidate subject matter experts qualified to perform peer reviews that, when grouped, shall cover all aspects of the report. EPA expects that a group of four to five technical experts will be needed in order to cover all aspects of the report. This is due to the complex technical nature of the report. The group of chosen technical experts should, at a minimum, cover the areas of the following:

1) Automotive joining, welding, bonding, forming, extrusion techniques
2) Automobile manufacturing and assembly processes
3) Vehicle crashworthiness, safety crash simulation
4) Automotive cost assessment.

Each of the peer reviewers must be independent. EPA defines an "independent" peer reviewer as an expert who was not associated with the generation of the specific work product either directly by substantial contribution to its development or indirectly by significant consultation during the development of the specific product. The independent peer reviewer, thus, is expected to be objective. (For further information, see Sections 1.2.6 and 1.2.7 of EPA's Peer Review Handbook). In selecting reviewers, the contractor shall avoid any reviewer with actual or apparent conflict(s)-of-interest that would preclude an independent review. Sections 3.4.5 and 3.4.6 of the Handbook can be referenced for avoidance of conflict(s) of interest.

A list of subject matter experts from academia, industry and government research facilities will be developed by the contractor for use in this work. The contractor may choose individuals or experts in the areas specified who can draw on their "peer network" and knowledge of professional societies, academia, and other organizations. The EPA COTR will submit a short list of reviewers as a suggested starting point from which to identify the four to five reviewers who will participate in the peer review. The list shall not limit the contractor in the identification of potential reviewers but should serve as a reference for subject matter experts. The contractor shall present to the EPA

COTR a table of potential reviewers' vs subject matters areas to illustrate how the potential reviewers will cover the range of subject matters. The contractor shall then contact the potential reviewers and determine whether each is able to perform work during the period of performance.

When the contractor has identified the candidate peer reviewers, the contractor shall contact them with an "initial contact" phone call and, if necessary a followup "initial contact" e-mail, informing them of the peer review and the need for peer reviewers. At all times, the contractor's personnel will identify themselves as contractor employees and shall not present themselves as EPA employees. If positive feedback is received, then an email shall be sent which shall describe the process of the peer review, including tentative schedule and the expertise and experience that is needed from the reviewer. The contractor shall request an e-mail response that indicates the candidate peer reviewer's interest and confirmation of his or her availability. The contractor shall also ask the candidate peer reviewers to attach their resume or curriculum vitae to their email response. In addition, the contractor shall ask the candidate peer reviewers to disclose any actual or apparent conflicts of interest (COI).

The contractor shall review the interested and available candidate peer reviewers' e-mail responses and resumes for relevant experience and demonstrated expertise in the specified areas of the PWS, as demonstrated by educational degrees attained, research and work experience, publications, awards, and participation in relevant professional societies. In addition, the contractor shall evaluate whether the candidate peer reviewers have any actual or apparent conflicts of interest (COI) in accordance with EPA's Peer Review Handbook. Based on this information, the contractor shall develop a list of qualified candidates for the peer review.

From this list, the contractor shall select four to five qualified independent peer reviewers who will conduct the peer review and through their total input shall address all/most assumptions used in the report. Only a minimum of peer reviewers (2-3) need review the model. The contractor shall then prepare and deliver to the EPA COTR a peer review selection memorandum that includes the names and affiliations of the selected peer reviewers, each peer reviewer's curriculum vitae or resume, a target start date for each member's review (if different from the group) and the aspect(s) of the report that each reviewer is expected to address. A table shall be included to present to the EPA COTR a table of the selected reviewers' vs subject matters areas to illustrate how the chosen reviewers will cover the range of subject matters. In addition, the contractor shall identify any areas that will be strong or lacking in the review as a result of the reviewer group selected.

The EPA COTR will provide written approval of the peer reviewer list. If EPA disagrees with a chosen peer reviewer and believes that a substitute is needed, the contractor shall identify an alternate peer reviewer who has the necessary qualifications.

Task 3: Facilitation of Peer Review

Upon EPA's submittal of the final documents to be reviewed (draft report and LS-Dyna model) to the contractor, the contractor shall begin the actual review process by distributing the charge (EPA COTR will provide a suggested charge due to the complex nature of this model) and all relevant documents, including a cover letter with instructions and notifications, to the peer reviewers. The contractor shall assume that the peer review materials will be electronic and may be distributed by e-mail or FTP site.

For ease of comment organization, the contractor shall provide to the reviewers a tabular format of the charge letter questions. The tables shall include three columns:
1) main questions/topics,
2) specific questions to be answered under each topic, and
3) a space for reviewer's comments

An overall catchall question shall be included at the end of the prescribed questions in order to capture other comments by the reviewers that were not outline in the table. This procedure allows for easy handling of the individual comments – ability to be grouped, compared and eventually reviewed and answered by Lotus Engineering.

EPA would expect each peer reviewer would be provided with an honorarium for their services. Federal Government employees reviewing this material during duty hours would not receive payment.

As part of the process, the contractor shall arrange a teleconference between those peer reviewers it has identified in Task 1 below, EPA COTR, EPA-identified relevant project related staff, and SRA identified contractor staff to clarify any outstanding questions the peer reviewers may have and answer questions about the review. In addition, the contractor shall monitor progress by contacting the reviewers periodically. Future questions that a member of the group of peer reviewers may have shall be directed back through the contractor for resolution with EPA's Contracting Officer's Technical Representative or COTR. Any answer, and the question to which it refers, shall in turn be shared with the full group of reviewers.

The contractor shall ask the peer reviewers to submit a written report that includes the response to the charge (in the tabular form) and any additional comments the reviewer may have. The contractor shall ask the peer reviewers to provide their comments as an enclosure to a cover letter that clearly states the reviewer's name, the name and address of their organization, if applicable, and a statement of any real or perceived conflict(s) of interest. The contractor will forward these documents on to the COTR in electronic format along with our summary as Task 4 deliverables.

Task 4: Documentation of Process

The contractor shall provide EPA with a technical report detailing the means by which reviewers were chosen, the matter in which the review process was administered, and how the peer review was brought to a close. Per a conference call with the EPA COTR, this report shall be included as part of the Final Technical Report detailed in Task 5.

Task 5: Draft and Final Technical Report

The contractor shall develop both a draft and final version of the technical report which details the work completed in Tasks 1 through 4, including any issues encountered. The contractor shall prepare an introduction with a clear and concise overview of the comments made by the peer reviewers. The draft final report shall include a written summary of each section of comments as well as grouping the tabled comments and the general comments on each section. The original reviewer comments shall also be submitted in the report along with the resumes of each reviewer. EPA will review the draft report and submit comments to the contractor.

The contractor shall provide EPA with a final technical report, addressing EPA comments. The report shall be sent electronically in both Microsoft Word (*.doc) and Adobe portable document file (*.pdf) formats.

Task 6: Project Management

The contractor shall also provide progress with the EPA COTR weekly to summarize progress made to date, possible via teleconference. A short written report shall be submitted on or before the teleconference and the report shall indicate progress achieved in the preceding week, technical issues encountered, solutions to issues (proposed or attempted), and project activity for the next week. This report shall include any potential issues or circumstances that arise causing delays in the review process. The contractor shall also report if the project is beginning to exceed the hours or

dollars agreed upon in the work plan.

The contractor shall deliver monthly WA status reports which shall track the progress on each of the tasks/deliverables. The report shall include the information such as task and subtask names, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, and work on hold status. PO and WAM will notify the contractor in writing regarding any changes to the report format.

IV PROJECT REPORTING

Weekly Teleconference Meetings
As detailed in Task 6, the contractor shall submit a summarized update in a teleconference meeting between EPA WAM and the contractor.

Monthly Status Reports
The contractor shall provide monthly status reports in accordance with Monthly Progress Reports Deviation. The monthly status reports shall track the progress on each of the tasks under this work assignment.

End of Project Period Status Report
At the end of the project period, the contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

V DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the schedule below.

The Contractor shall complete deliverables in accordance with the proposed schedule below.

Milestone/Deliverable by Task	Proposed Due Date**
Task 1: Work Plan Preparation	• Deliver to EPA for approve, one week after work assignment received
Task 2: Reviewer Selection • Peer review selection memorandum • Contact panel members and select (finalize) panel members	• One week after work plan approval AND EPA has delivered report and model for use in this work assignment (expected Oct 31, 2011) • Within 10 days of EPA comments
Task 3: Facilitation of Peer Review • Receive resumes and finalize subcontract documents to peer reviewers • Charge letter and documents to reviewers • Mid-review teleconference • Peer reviewer's comments due to contractor	• Ten days after verbal agreement from each peer reviewer • One week after subcontract established for each peer • Within one week of material receipt • 12/20/11
Task 4: Documentation of Process • Draft report on documentation of process	• Per conference call with EPA WAM/COTR - to be combined with Deliverable for Task 5 – 1/13/12
Task 5: Draft and Final Technical Reports • Draft technical report • Final technical report	• 1/20/12 • 2/15/12
Task 6: Project Management	• throughout

** These dates are subject to negotiation and change as a result of EPA's regulatory schedule, availability of the final Peer Review Charge and review documents, or other factors outside of the contractor's control.

* These dates are subject to negotiation and change as a result of EPA's regulatory schedule, availability of the final Peer Review Charge and review documents, or other factors outside of the contractor's control. A table for reviewers comments via charge questions are to be submitted to each reviewer for their use.
**If the final draft report is not ready for review, then this date may slip.

VI DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WAM and PO

The following applies to all tasks under this effort unless otherwise specified by the WAM during the performance of that task.

The contractor shall deliver all draft and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum: the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WAM.

Inspection and Acceptance Criteria
The WAM will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WAM.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-17

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-11-007	02/01/2011 To 12/31/2011	Peer Review of LBNL¿s analysis
	Base X Option Period Number	

Contractor: SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW: Section A

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 02/01/2011 To 12/31/2011

Comments:

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:	Cost/Fee:	LOE:
02/01/2011 To 12/31/2011		
This Action:		
Total:		

Work Plan / Cost Estimate Approvals

	Cost/Fee:	LOE:
Contractor WP Dated:		
Cumulative Approved:		

Work Assignment Manager Name: Cheryl Caffrey	Branch/Mail Code:
(Signature) (Date)	Phone Number: 734-214-4849
	FAX Number:
Project Officer Name: Ann Chiu	Branch/Mail Code:
(Signature) (Date)	Phone Number: 734-214-4544
	FAX Number:
Other Agency Official Name	Branch/Mail Code:
(Signature) (Date)	Phone Number:
	FAX Number:
Contracting Official Name: Camille W. Davis	Branch/Mail Code:
(Signature) (Date)	Phone Number: 513-487-2095
	FAX Number: 513-487-2115

STATEMENT OF WORK

Title: Peer Review of LBNL's analysis of the relationship between vehicle mass, footprint, and total fatality and casualty risk

Contractor and Contract Number: System Research and Applications Co., Contract EP-C-11-007

Work Assignment Number: 0-17

Work Assignment Manager (WAM):
Cheryl Caffrey
2000 Traverwood Drive
Ann Arbor, MI 48105
Phone: 734-214-4849
Fax: 734-214-4050
Email: caffrey.cheryl@epa.gov

Alternate WAM:
Brian Nelson
2000 Traverwood Drive
Ann Arbor, MI 48105
Phone: 734-214-4278
Fax: 734-214-4050
Email: nelson.brian@epa.gov

Project Officer (PO):
Ann Chiu
2000 Traverwood Drive
Ann Arbor, MI 48105
Phone: 734-214-4544
Fax: 734-214-4869
Email: chiu.ann@epa.gov

Contracting Officer:
Camille Davis
USEPA Facilities
26 West Martin Luther King Drive
Mail Code: NWD
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Fax: 513-487-2107
Email: davis.camille@epa.gov

I. BACKGROUND

As EPA's Office of Transportation and Air Quality develops its programs to reduce greenhouse gas (GHG) emissions from light-duty highway vehicles, there is a need to evaluate the safety of mass reduction technologies likely to be used to meet future standards. DOE has contracted with Lawrence Berkeley National Laboratory (LBNL) to perform a safety statistics analysis of the effect of vehicle mass reduction on safety. LBNL's analysis of the relationship between vehicle mass, footprint, and total fatality and casualty risk is comprised of two phases. Phase 1 is an assessment of the NHTSA report "Relationship Between Fatality Risk, Mass, and Footprint in Model Year 2000-2007 Passenger Cars and LTVs"; this study uses logistic regression analysis to estimate the relationship of changes in vehicle mass and footprint on US fatality risk per vehicle mile traveled. Phase 2 is an independent logistic regression analysis to estimate the relationship between vehicle mass, footprint and total casualty (fatality plus serious injury) risk, per police-reported crash, using state-level data on all crashes. The draft report of LBNL's Phase 1 study is completed and ready for review, but the work for the Phase 2 study is underway and is expected to be available for review around the end of September, 2011.

In order to review the LBNL analyses, the selected candidate should understand and be familiar with data, assumptions, conclusions, and statistic approach used in the NHTSA 2011 report of "Relationship between Fatality Risk, Mass, and Footprint in Model Year 2000-2007 Passenger Cars and LTVs" (attached at the LBNL assessment report). The focus of this review is to evaluate the assumptions made, data used, conclusions from the analysis, and methods of statistics chosen in conducting the LBNL assessment of the NHTSA study, and the independent LBNL study.

A comprehensive peer review by third party experts is an important step for validation of the results of the studies, and how the results of the studies are used in modeling the effect of new fuel economy and greenhouse gas emission standards on vehicle safety. The contractor shall identify a group of four to five independent subject matter experts and facilitate each member's review and comment on the Phase 1 and Phase 2 reports referenced above. The peer review shall be conducted as specified under guidelines in the EPA's Science Policy Council Peer Review Handbook, 3rd Edition (Handbook). These guidelines can be found at http://www.epa.gov/peerreview/ . Further, OMB's Information Quality Bulletin for Peer Review and Preamble (found in the EPA's Peer Review Handbook, Appendix B) contains provisions for the conduct of peer reviews across federal agencies and may serve as an overview of EPA's peer review process and principles.

All three reports are to be treated as confidential information and the materials are to stay within the knowledge of the contractor, peer reviewers and EPA.

II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE

The tasks to be performed under this work assignment are consistent with the work authorized in section A of the contract's statement of work.

III TASKS

This work assignment is intended to support EPA by conducting an independent peer review of the mass safety study by Lawrence Berkeley National Laboratory as outlined in the two LBNL draft reports. The contractor shall be familiar with the provisions of EPA's Peer Review Handbook to ensure that the peer review guidelines are met. A number of reviewers, likely four to five, will be chosen to review the report. Due to the complex nature of the subject, the reviewers may be

requested by EPA to have one or more areas of expertise in order to assure a robust peer review. The contractor will choose the reviewers, distribute charge letters, receive comments and summarize the comments in a draft and final report to EPA. The selected independent reviewers should review the LBNL draft reports and provide a detailed evaluation of LBNL's assessment of the NHTSA study, as well as an in-depth evaluation of LBNL's independent analysis of the relationship between vehicle mass, footprint and total casualty risk per crash, using state crash data. As part of the process, the contractor shall arrange a teleconference between those peer reviewers it has identified in Task 1 below, EPA and its technical representatives to provide the reviewers with any additional background information on the mass reduction report and methodology. Future questions that a member of the group of peer reviewers may have shall be directed back through the contractor for resolution with EPA's Contracting Officer's Technical Representative or COTR. Any answer, and the question to which it refers, shall in turn be shared with the full group of reviewers.

A description of the work to be performed by the contractor in this Performance Work Statement (PWS) follows.

Task 1: Work Plan Preparation
The contractor shall prepare a work plan in accordance with the terms and conditions of the contract clauses on work assignments.

Task 2: Reviewer Selection
Under this task the contractor shall develop a list of candidate subject matter experts qualified to perform peer reviews that, when grouped, shall cover all aspects of the report. EPA expects that a group of technical experts will be needed in order to cover all aspects of the report. This is due to the complex technical nature of the report. The group of chosen technical experts should, at a minimum, cover the areas of statistics methodology, knowledge in past vehicle mass/safety statistics studies, knowledge in vehicle crash/safety engineering, knowledge in vehicle safety database (FAS, State Crash & Vehicle Attributes. Data). The EPA WAM will also identify some potential candidates who meet the minimum qualification for the peer review as detailed herein.

The contractor shall identify qualified candidate peer reviewers from the safety statistics experts who work for industry, government and/or academia. One source may be recommendations from the peer reviewers with knowledge of mass/safety statistics modeling who have worked with NHTSA in the past. Another source is the list of potential candidates who meet the qualifications for the peer review provided by the EPA WAM. The contractor shall present to the EPA COTR a table of potential reviewers' vs subject matters areas to illustrate how the potential reviewers will cover the range of subject matters. The contractor shall then contact the potential reviewers and determine whether each is able to perform work during the period of performance.

When the contractor has identified the candidate peer reviewers, the contractor shall contact them with a phone call and, if necessary a followup "initial contact" e-mail, informing them of the peer review and the need for peer reviewers. At all times, the contractor's personnel will identify themselves as contractor employees and shall not present themselves as EPA employees. This initial e-mail shall describe the process of the peer review, including tentative schedule and the expertise and experience that is needed from the reviewer. The contractor shall request an e-mail response that indicates the candidate peer reviewer's interest and confirmation of his or her availability. The contractor shall also ask the candidate peer reviewers to attach their resume or curriculum vitae to their email response. In addition, the contractor shall ask the candidate peer reviewers to disclose any actual or apparent conflicts of interest (COI).

The contractor shall review the interested and available candidate peer reviewers' e-mail responses and resumes for relevant experience and demonstrated expertise in the specified areas of the PWS, as demonstrated by educational degrees attained, research and work experience, publications, awards, and participation in relevant professional societies. In addition, the contractor shall evaluate whether the candidate peer reviewers have any actual or apparent conflicts of interest (COI) in accordance with EPA's Peer Review Handbook. Based on this information, the contractor shall develop a list of qualified candidates for the peer review.

From this list, the contractor shall select four to five qualified independent peer reviewers who will conduct the peer review and through their total input shall address all/most assumptions used in the report. The contractor shall then prepare and deliver to the EPA WAM a peer review selection memorandum that includes the names and affiliations of the selected peer reviewers, each peer reviewer's curriculum vitae or resume, a target start date for each member's review and the aspect(s) of the report that each reviewer is expected to address. A table shall be included to present to the EPA WAM a table of the selected reviewers' vs subject matters areas to illustrate how the chosen reviewers will cover the range of subject matters. In addition, the contractor shall identify any areas that will be strong or lacking in the review as a result of the reviewer group selected.

The EPA WAM will provide written approval of the peer reviewer list. If EPA disagrees with a chosen peer reviewer and believes that a substitute is needed, the contractor shall identify an alternate peer reviewer who has the necessary qualifications.

Task 3: Facilitation of Peer Review

Upon EPA's submittal of the final documents to be reviewed, the contractor shall begin the actual review process by distributing the charge (of which EPA WAM will provide a suggested charge due to the complex nature of these analyses) and all relevant documents, including a cover letter with instructions and notifications, to the peer reviewers. The contractor shall assume that the peer review materials will be electronic and may be distributed by e-mail or FTP site.

For ease of comment organization, the contractor shall provide to the reviewers a tabular format of the charge letter questions. EPA will provide an example and explanation of this process prior to the package being sent out to the reviewers. EPA will review and confirm the contractor provided table prior to its use by the reviewers.

The tables shall include three columns:
1) main questions/topics (from charge letter),
2) specific questions to be answered under each topic (from charge letter), and
3) a space for reviewer's comments.

An overall catchall question shall be included at each section end of prescribed questions in order to capture other comments by the reviewers that were not outline in the table. This procedure allows for easy handling of the individual comments – ability to be grouped, compared and eventually reviewed and answered by Lawrence Berkeley National Laboratory.

As part of the process, the contractor shall arrange a teleconference between those peer reviewers it has identified in Task 1 below, EPA WAM, EPA-identified relevant project related staff, and SRA identified contractor staff to clarify any outstanding questions the peer reviewers may have and answer questions about the review. In addition, the contractor shall monitor progress by contacting the reviewers periodically. Future questions that a member of the group of peer reviewers may have shall be directed back through the contractor for resolution with EPA's Contracting Officer's

Technical Representative or COTR. Any answer, and the question to which it refers, shall in turn be shared with the full group of reviewers.

A cover letter shall be provided with each peer reviewer's submittal. This cover letter shall clearly state the reviewer's name, the name and address of their organization, if applicable, and a statement of any real or perceived conflict(s) of interest. The contractor will forward these documents on to the WAM in electronic format along with our summary as Task 4 deliverables.

EPA would expect each peer reviewer would be provided with an honorarium for their services. Federal Government employees reviewing this material during duty hours would not receive payment.

Task 4: Documentation of Process
The contractor shall provide EPA with a technical report detailing the means by which reviewers were chosen, the matter in which the review process was administered, and how the peer review was brought to a close. Per a conference call with the EPA WAM, this report shall be included as part of the Final Technical Report detailed in Task 5.

Task 5: Draft and Final Technical Report
The contractor shall develop both a draft and final version of the technical report which details the work completed in Tasks 1 through 4, including any issues encountered. The contractor shall prepare an introduction with a clear and concise overview of the comments made by the peer reviewers. The draft final report shall include a written summary of each section of comments as well as grouping the tabled comments and the general comments on each section. The original reviewer comments shall also be submitted in the report along with the resumes of each reviewer. EPA will review the draft report and submit comments to the contractor.

The contractor shall provide EPA with a final technical report, addressing EPA comments, within one week of receiving comments on the draft report. The report shall be sent electronically in both Microsoft Word (*.doc) and Adobe portable document file (*.pdf) formats.

Task 6: Project Management
The contractor shall provide teleconference reports with the EPA WAM weekly to summarize progress made to date. A short written report shall be submitted on or before the teleconference and the report shall indicate progress achieved in the preceding period, technical issues encountered, solutions to issues (proposed or attempted), and project activity for the next bi- week. This report shall include any potential issues or circumstances that arise causing delays in the review process. The contractor shall also report if the project is beginning to exceed the hours or dollars agreed upon in the work plan.

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Monthly Status Report
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The Contractor shall complete deliverables in accordance with the proposed schedule below.

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Task 4: Documentation of Process • Draft report on documentation of process	• Per conference call with EPA WAM/COTR - to be combined with Deliverable for Task 5 – 1/13/12
Task 5: Draft and Final Technical Reports • Draft technical report • Final technical report	 • 1/20/12 • 2/15/12
Task 6: Project Management	• throughout

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VI DISTRIBUTION AND FORMAT OF DELIVERABLES

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